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 WYRE FOREST DISTRICT COUNCIL MEMBERS

Payroll No. Division
 NAME: IAN HAROLDMAN Division
 (BLOCK LETTERS) CLERK, H.V.B. & CABINET MEMBER
 Travelling and Subsistence Claim for month ending 31.7.2012 Make & Model of car
 C.C. Rating If car changed since previous claim state date

Date	Description		Miles	Purpose and Passengers Carried		Time Absent		Subsistence and other expenses	
	From	To		From	To	From	To	State Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount
2-7-12	GREEN SF.		4		PARKS MEETING (N.WOOD LANE) K. ALGARAY & J. SENNY				
3-7	"		4		MEET. PURPORT - L. COMBS				
2-7	BLUMSDORVE COACH		2.5		COMM. SAFETY P. (N.WOODS)				
2-7	BANKLEY		6		RESIDENTS MEETING REF. N.WOOD LANE PARK				
4-7	PARKS HOUSE		4		TRAINING - CORE OF COMMAND				
5-7	BANKLEY		6		DEBILITY SPARE DAY - PAUL EVANS				
"	CIVIC		10		CABINET MEMBERS' MEETING				
9-7	ARELEY KINGS		10		MEET. RESIDENTS - REF. N.WOOD LANE				
10-7	CIVIC		10		GROUP LEADERS' MEETING				
"	CIVIC		10		EMERGENCY PLAN MANAGEMENT MEET (EM/RA)				AUGUST 2012
"	DUKE HOUSE		4		PLANNING COMMITTEE				
11-7	GREEN SARET		4		MEETING - LESLIE - K. ALGARAY				
"	COUNTY HALL WARR.		4.6		MEETING - EXEC. LEADER REF. POLICE				
"	BLUMSDORVE COACH		3		MEETING - BLUMS. REGULATORY				
12-7	CIVIC		10		MEETING - CABINET MEMBERS				
13-7	DUKE HOUSE		4		MEETING - J. BAGGOT - LESLIE				
16-7	ARELEY KINGS		10		SITE SURVEY MEET WITH A. AVERY (WOOD)				
			Miles						
			167						

Totals for each Expenditure Code		Mileage Rates	
Item	Code	£	p
Mileage	33010	66	80
Train/Bus/Taxi	55010		
Subsistence	47010		
TOTAL		66	80

I certify that:
 a) the above details are a correct record of official journeys, and that expenditure has actually been incurred on subsistence claimed and this has not been previously reimbursed.
 b) During the period of this claim, the vehicle was insured, official use was specified in the insurance certificate * and I held a current driving licence, I have neither done nor omitted to do anything to reduce or invalidate the said insurance.
 * Annual check of business-use car insurance: checked by Date

Signed
 (Claimant)
 Authorised
 (Authorised Signatory)
 Date authorised:

RECEIPTS MUST BE ATTACHED AS EVIDENCE THAT EXPENSE HAS ACTUALLY BEEN INCURRED.
 Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.