

(PAGE 2 OF 2 PAGES PER JULY) MEMBERS

Payroll No. WYRE FOREST DISTRICT COUNCIL Reg. No. 31.7.2013 Make & Model of car, WYRE FOREST DISTRICT COUNCIL
 NAME JAN HARRIDIAN Division CABINET MEMBER Travelling and Subsistence Claim for month ending 31.7.2013 C.C. Rating MEMBERS
 (BLOCK LETTERS) CLERK H.O.B. If car changed since previous claim state date.

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses		Amount
	From	To	From	To			From	To	States, Rail fare, Parking Fee, Breakfast, Lunch, etc.	£	
17.7.13	KIDDER - TRINITY METHODIST.	GREEN STREET.			4	MEETING (FREE) (PARENTS) (WARRINGTON)					
17.7.	GREEN STREET.	CLUBHOUSE.			4	MEET (K-HUBBY) - CEMETERY PRESS.					
18.7.	CLUBHOUSE.	BUNK HOUSE			5	LEISURE SITE VISIT - EVERHAM ✓					
19.7.	"	"			4	BRIEFING AMKS ✓					
20.7.	PRELEY KINGS.				4	MEMBERS' FORUM ✓					
23.7.	GREEN STREET.				10	SITE (JARD) MEETING - RESIDENTS					
"	SPORTS CENTRE				4	FOREST BRIDGE - TOUR OF SITE					
"	SPORTS CENTRE				8	SPORTS SITE - MEET. A. FOX. ✓					
24.7.	KIDDER YOUTH CENTRE				5	ASD. 4TH TERM MEETING. ✓					
25.7.	COMMUNITY HOUSE				4	MEETING (FREE) COMM. SURETY (WARRINGTON)					
25.7.	CIVIC CENTRE				10	BRIEFING. C. NEWBANDS (L. HUBBY) ✓					
26.7.	KIDDER HUB				4	MEETING (HUB) L. COMMS (L. HUBBY) ✓					
"	CIVIC				10	CABINET MEMBERS MEETING (WARRINGTON) ✓					
"	CIVIC				4	PAROCH CHAIRMAN MEET ✓					
27.7.	GREEN STREET.				4	MEETING L. COMMS - PAROCH SPONS.					
30.7.	CIVIC				10	LEISURE MEETING. LEADER L. COMMS					
31.7.	DUBE HOUSE				4	CABINET MEMBER TRAINING. (WARRINGTON) ✓					
					Miles	261	Total Subsistence, etc.				

Totals for each Expense Code		Mileage Rates	
Item	Code	£	p
Mileage	33010	104	40
Tram / Bus / Taxi	35010		
Subsistence	47010		
" TOTAL "		104	40 =

Totals for each Expense Code		Mileage Rates	
Item	Code	£	p
Mileage	33010	104	40
Tram / Bus / Taxi	35010		
Subsistence	47010		
" TOTAL "		104	40 =

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 _____ Authorised _____ Date authorised _____
 (Claimant) (Authorised Signatory)

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.