

# WYRE FOREST DISTRICT COUNCIL

Payroll No.          Reg. No.           
 NAME IAN HARRINGTON Division 3.1.5  
 (BLOCK LETTERS) (CUR. H.V.B) (CABINET MEMBER) Travelling and Subsidence Claim for month ending 20/12 Make & Model of car -  
 C.C. Rating 1800 If car changed since previous claim state date         

| Date    | Description       |    | Milemeter From | Milemeter To | Miles | Purpose and Passengers Carried | Time Absent |    | Subsidence and other expenses |   | Amount |   |
|---------|-------------------|----|----------------|--------------|-------|--------------------------------|-------------|----|-------------------------------|---|--------|---|
|         | From              | To |                |              |       |                                | From        | To | £                             | p | £      | p |
| 17.5.12 | GREEN STREET      |    |                |              | 4     | MEETING : LINDA COMMS          |             |    |                               |   |        |   |
| 22.5    | DUKE HOUSE        |    |                |              | 4     | MEMBERS SEPARATING MEETING     |             |    |                               |   |        |   |
| 23.5    | CIVIC C.          |    |                |              | 10    | FULL COUNCIL                   |             |    |                               |   |        |   |
| 24.5    | BRADLEY           |    |                |              | 6     | OLYMPIC TOUCH CELEBRATIONS     |             |    |                               |   |        |   |
| 25.5    | GREEN STREET      |    |                |              | 4     | MEETING : LINDA COMMS / K.H.   |             |    |                               |   |        |   |
| 28.5    | DUKE HOUSE        |    |                |              | 4     | PLANNING COMMITTEE             |             |    |                               |   |        |   |
| 29.5    | DUKE HOUSE        |    |                |              | 4     | CABINET / CMT                  |             |    |                               |   |        |   |
| 30.5    | DUKE HOUSE        |    |                |              | 4     | MEMBERS BRIEFING (CHG)         |             |    |                               |   |        |   |
| 30.5    | WYRE COUNTRY HALL |    |                |              | 24    | HEALTH & WELLBEING SEMINAR     |             |    |                               |   |        |   |
|         |                   |    |                |              | 74    |                                |             |    |                               |   |        |   |

| Totals for each Expenditure Code |       |    | Mileage Rates |    |               |
|----------------------------------|-------|----|---------------|----|---------------|
| Item                             | Code  | £  | p             | £  | p             |
| Mileage                          | 38010 | 29 | 60            | 74 | miles at 40 p |
| Train / Bus / Taxi               | 35010 |    |               |    | miles at p    |
| Subsidence                       | 47010 |    |               |    | miles at p    |
| TOTAL                            |       | 29 | 60            |    | PAYABLE       |
|                                  |       |    |               |    | 29 60         |

I certify that:  
 a) the above details are a correct record of official journeys, and that expenditure has actually been incurred on subsidence 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 4.7.12  
 (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 6<sup>th</sup> of the month in which payment is required.