WYRE FOREST DISTRICT COUNCIL

Payroll No. .....

Travelling and Subsistence Claim for month ending 30th JUNE 2012

Reg. No. .....

NAME S WILLIAMS (BLOCK LETTERS)

Division ..... C.C. Rating 1-8T

Make & Model of car .....

If car changed since previous claim state date .....

Date	Details of Journeys: Description From	Description To	Mileometer From	Mileometer To	Miles	Purpose and Passengers Carried	Subsistence and other expenses: Time Absent From	Time Absent To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
7/6	CHADDESLEY		BLAKEDOWN		8	SITE VISIT (PLANNING)					
11/6	"		DUKE	HOUSE	11	PLANNING TRAINING					
12/6	"		"	"	11	PLANNING COMMITTEE					
14/6	"		"	"	11	OVERVIEW AND SCRUTINY					
20/6	"		CIVIC	CENTRE	14	COUNCIL					
26/6			DUKE	HOUSE	11	AUDIT (SUB)					
				Miles	66				Total Subsistence, etc.		

PAID

RECEIVED 1 JUL 2012 HUMAN RESOURCES & CORPORATE SERVICES

WYRE FOREST DISTRICT COUNCIL
5 - JUL 2012
RESOURCES DIRECTORATE
July 2012

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 .....

Totals for each Expenditure Code

Item	Code	£	p
Mileage	33010	26	40
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		26	40

Mileage Rates

		£	p
66	miles at 40p	26	40
	miles at p		
	miles at p		
=	PAYABLE	26	40

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.