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MEMBERS:

WYRE FOREST DISTRICT COUNCIL

Payroll No. SICLEE Reg. No. 2012
 NAME (BLOCK LETTERS) SICLEE Travelling and Subsistence Claim for month ending 2012 Make & Model of car 1900
 Division 1600 C.C. Rating 1900 if car charged 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	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	£	p	
17.4.12					236	16F						
18.4.12					✓16	Rushock Street Visit						
21.4.12					✓10	S.O.S. legal Docs						
22.4.12					✓12	Coast Kidderminster T-Hall						
22.4.12					✓12	St Georges - Service						
23.4.12					✓24	Worcestershire Chairman's Civic Service						
23.4.12					✓10	Signus legal Docs						
26.4.12					✓62	Evenham Mayors Ball						
4.5.12					✓28	Meeting With Foggett - Dayton						
9.5.12					✓10	legal Docs Civic						
10.5.12					✓10	Stowport High School Visit						
10.5.12					✓10	legal Docs S.O.S.						
13.5.12					✓6	Bendley Manor Making of Certificate						
14.5.12					✓66	Evenham Mayors Boat Trip						
14.5.12					✓12	HKH - Royal Visit - Kidderminster						
16.5.12					✓66	Evenham Mayors Making of Certificate						
17.5.12					✓34	Worcestershire District Chairman Making						
					✓3	Bendley Dendosport Trust						
					Miles 627	cif						

WYRE FOREST DISTRICT COUNCIL
 6 JUN 2012
 RESOURCES DIRECTORATE

Totals for each Expenditure Code			Mileage Rates		
Item	Code	£	p	£	p
Mileage	3301	250	80	627	250
Train / Bus / Taxi	3501				80
Subsistence	4701				
TOTAL		250	80	250	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 18/5/12 Date: 18/5/12

Signed: Sheet 2 of 2 Authorised: 1.6.12
 (Claimant) (Authorised Signatory)

Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.