

MEMBERS

WYRE FOREST DISTRICT COUNCIL

Reg. No. 2012 Make & Model of car

Travelling and Subsistence Claim for month ending April

Division C.C. Rabing 2 Cabre If car changed since previous claim state date.

Date	Description		Mileometer		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	£
03-04-12	Home	Outlet	Home	Home	4	Cab/Out					
04-04-12	Home	Wincobate	Wincobate	Home	10	court meet meetings - 1000 attendees					
11-04-12	Home	Outlet	Home	Home	4	Group Leaders Mtg					
11-04-12	Home	Outlet	Home	Home	4	Hobby Carping Mtg					
17-04-12	Home	Outlet	Home	Home	4	Cab work					
17-04-12	Home	Outlet	Home	Home	4	Playing OC					
PAID											
WYRE FOREST DISTRICT COUNCIL											
6 JUN 2012											
RESOURCES DIRECTORATE											
									Total Subsistence, etc.		

Totals for each Expenditure Code			Mileage Rates		
Item	Code	£	p	£	p
Mileage	33010	12	00	miles at 40p	12 00
Train / Bus / Taxi	35010			miles at p	
Subsistence	47010			miles at p	
TOTAL		12	00	PAYABLE	12 00

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: _____ Date authorised: 1.6.12
 (Authorised Signatory) (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.