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WYRE FOREST DISTRICT COUNCIL

Reg. No. Dec/11
 Travelling and Subsistence Claim for month ending Tue 5th Dec 2012 Make & Model of car.....
 NAME M. A. Satchell Division.....
 (BLOCK LETTERS) C.C. Rating..... 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	£
12/12	S/Port	K/10			10	AUDIT					
13/12					10	PLANNING					
10/1					10	PLANNING					
16/1					10	LDF					
19/1					10	MONTHLY AGGUM.					
13/2		S/Port			14	LEGNING					
14/2		K/10			10	PLANNING					
20/2		S/Port			4	LDF					
20/2		S/Port			4	FULL COUNCIL					
8/3		Cookson + RAYTON.			6	2 SITE VISITS					
12/3		K/10			10	AUDIT					
13/3		K/10			10	PLANNING.					
14/3		S/Port			14	STATE OF AREA.					
28/3		K/10			10	LDF					
					Miles 132						

PAID

WYRE FOREST DISTRICT COUNCIL
 7 APR 2012
 RESOURCES DIRECTORATE

Totals for each Expenditure Code				Mileage Rates	
Item	Code	£	p		
Mileage	3301	52	80	132	miles at 40 p
Train / Bus / Taxi	3501				miles at p
Subsistence	4701				miles at p
TOTAL		52	80		PAYABLE
					52 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 hold 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... (Claimant) N
 Authorised... (Authorised Signatory) N
 Date authorised.....

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