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MEMBERS

WYRE FOREST DISTRICT COUNCIL

Payroll No. 10101 NAME Mavis Hart Division Office Travelling and Subistence Claim for month ending 31st Dec 2012 Reg. No. 12 Make & Model of car Peard
 (BLOCK LETTERS) C.C. Rating 2 litre If car changed since previous claim state date

Date	Details of Journeys				Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses		
	Description	From	To	Mileometer			From	To	States: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount	£
20.3.12	Home	Home	Home		✓	Members Forum					
22.3.12	Home	Home	Home		✓	Director's absence (1/2 day approx)					
30.3.12	Home	Home	Home		✓	Per bed					
30.3.12	Home	Home	Home		✓	Per bed					
PAID											
<i>60</i>											
WYRE FOREST DISTRICT COUNCIL											
5 - JUN 2012											
RESOURCES DIRECTORATE											
Total Subsistence, etc.											

Totals for each Expenditure Code		Mileage Rates	
Item	Code	£	p
Mileage	33010	11	20
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		11	20

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 _____ (Claimant)
 Authorised _____ (Authorised Signatory)
 Date authorised 1.6.12

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.