WYRE FOREST DISTRICT COUNCIL

Payroll No. .....

Reg. No. .....

Travelling and Subsistence Claim for month ending..... Feb. .....2012.

NAME John Campion (BLOCK LETTERS) Division..... C.C. Rating..1600.....

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
14/2/12	Kinver	Kinver			4	✓Group Leaders					
14/2/12	"	Solihull			52	✓GtBham LEP/Special Framework					
15/2/12	Stourport	Kinver			5	✓Meeting Ian Miller					
17/2/12	Kinver	London			260	✓LGA Peer Review Sounding Board			Congestion ✓	12	00
									Parking ✓	16	00
20/2/12	"	Bham			39	✓GtBham LEP/Transport Group			Parking ✓	3	30.
24/2/12	"	SOS			10	✓State of Area Workshop					
27/2/12	"	SOS			10	✓Meeting IM,MP ref SoA debate.					
28/2/12	Work	Malvern		Kinver	32	✓Place Shaping Group. re Youth Leaders					
29/2/12	SOS	Kinver			5	✓Council					
									WYRE FOREST DISTRICT COUNCIL 5 - MAR RESOURCES DIRE		
						Paid mar 12					
					Miles	447.			Total Subsistence, etc.	31	30

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	166	80
Train / Bus / Taxi	35010	31.	30
Subsistence	47010		
TOTAL		198	10.

Mileage Rates

		£	p
417	miles at 40 p	166	80
	miles at p		
	miles at p		
	PAYABLE	198	10

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.