WYRE FOREST DISTRICT COUNCIL

Payroll No. ..... Travelling and Subsistence Claim for month ending... January ...20.12 Reg. No. .....

NAME Marion Hirst Division Adm. C.C. Rating 2 (Hire) Make & Model of car.....

(BLOCK LETTERS) If car changed since previous claim state date.....

Date	Details of Journeys				Miles	Purpose and Passengers Carried	Subsistence and other expenses				
	Description		Mileometer				Time Absent		State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount	
	From	To	From	To			From	To		£	p
12.1.12	Home	Duke Hse	Duke Hse	Home	4	✓Cab / CMT.					
19.1.12	Home	Duke Hse	Duke Hse	Home	4	✓Pre-council mtg					
19.1.12	Home	Duke Hse	Duke Hse	Home	4	✓Members forum					
25.1.12	Home	Duke Hse	Duke Hse	Home	4	✓Briefing with Public Partner.					
									Paid mar 12.		
			Miles		16 ✓				Total Subsistence, etc.		

WYRE FOREST DISTRICT COUNCIL
5 MAR 2012
RESOURCES DIRECTORATE

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		
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL			

Mileage Rates

		£	p
16	miles at 40 p	6	40
	miles at p		
	miles at p		
=	PAYABLE	6	40

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 ...