

3

MEMBERS

WYRE FOREST DISTRICT COUNCIL

Payroll No.                      Reg. No.                      Make & Model of car                       
 NAME K-H. PROSSER Travelling and Subsistence Claim for month ending DECEMBER 2011  
 (BLOCK LETTERS) Division H+B C.C. Rating                      If car changed since previous claim state date                     

Date	Details of Journeys		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	
	From	To			From	To	£	p
7	HOME	WISHLING VICE CHAIR	✓	LAST CHAIR STANDING				
10	✓	✓	✓	KID MAKEVOICES CHAIR				
12	✓	✓	✓	CHAIRMAN CAROL SERVICE				
20	HOME	COUNTY HALL	✓	TENDER OPENING				
"	"	WISHLING VICE CHAIR	✓	CITIZENSHIP CEREMONY				
"	"	CIVIC CENTRE	✓					
"	"	DUKE HALL	✓					
				PAID				
				JAN 12.				
				WYRE FOREST DISTRICT COUNCIL				
				4 - JAN 2012				
				RESOURCES DIRECTORATE				
				Miles 94				
				Total Subsistence, etc.				

COUNCILLORS CODE

Totals for each Expenditure Code

Item	Code	£	p
Mileage	33010	37	60
Train / Bus / Taxi	35010	37	60
Subsistence	47010		
<b>TOTAL</b>		<b>37</b>	<b>60</b>

Mileage Rates

	£	p
94 miles at 40p	37	60
miles at p	37	60
miles at p		
<b>PAYABLE</b>	<b>37</b>	<b>60</b>

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                      Authorised                       
 (Claimant) (Authorised Signatory)

Date authorised                      31.60

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 6<sup>th</sup> of the month in which payment is required.