

Payroll No
 NAME Miriam West Division Ch... C.C. Rating 2 U/W
 (BLOCK LETTERS)
 WYRE FOREST DISTRICT COUNCIL
 Travelling and Subsistence Claim for month ending December 2011 Make & Model of car
 If car changed since previous claim state date

Date	Details of Journeys			Miles	Purpose and Passengers Carried	Subsistence and other expenses	
	From	To	Milemeter			From	To
01-12-11	Widd	to Oule R	Oule R	4	SEARCHING		
06-12-11	Widd	to Oule R	Oule R	4	Col / CASH		
08-12-11	Widd	to Oule R	Oule R	4	Mtg with T. Baggett / A. Stokes - At: Abingdon		
12-11-11	Widd	to Oule R	Oule R	4	Mtg with Panel Chairman		
13-12-11	Widd	to Oule R	Oule R	4	GB / Group Leader's Dinner - Mtg		
15-12-11	Widd	to Oule R	Oule R	4	Extra GB Mtg		
20-12-11	Widd	to Oule R	Oule R	4	Col / CASH		
WYRE FOREST DISTRICT COUNCIL 4 - JAN 2012 RESOURCES DIRECTORATE							
				Miles	34	Total Subsistence, etc.	

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			Mileage Rates		
Item	Code	£	p	£	p
Mileage	33010			34	miles at 40p
Train / Bus / Taxi	35010				miles at p
Subsistence	47010				miles at p
TOTAL					PAVABLE
					13 60

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.