WYRE FOREST DISTRICT COUNCIL

Travelling and Subsistence Claim for month ending 31 . 12 . 2011

Payroll No. ✓ Reg. No.

NAME IAN HARDIMAN
(BLOCK LETTERS) (CLLR. H4B) Division. C.C. Rating. Make & Model of car.

If car changed since previous claim state date.

Date	Details of Journeys: Description From	To	Mileometer From	To	Miles	Purpose and Passengers Carried	Subsistence and other expenses: Time Absent From	To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	p
1-12-11	DUKE HOUSE			✓	4	SCRUTINY COMM.					
3-12-11	"	"		✓	4	PLANNING COMM.					
									PAID FEB 12		
									WYRE FOREST DISTRICT COUNCIL - 7 FEB 2012 RESOURCES DIRECTORATE		
				Miles	8				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

Item	Code	£	p
Mileage	33010	3	20
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		3	20

Mileage Rates

		£	p
8	miles at 40 p	3	20
	miles at p		
	miles at p		
	PAYABLE	3	20

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.