5

WYRE FOREST DISTRICT COUNCIL

Payroll No. .....

NAME Marcus HARST
(BLOCK LETTERS)

Travelling and Subsistence Claim for month ending November 20 11

Division Cllr. C.C. Rating 2 Litre

Reg. No. .....

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
01.11.11	Kidd	Duke Hse	Duke Hse	Kidd	4 ✓	Cab/CMT					
02.11.11	Kidd	Civic	Civic	Kidd	10 ✓	Peer Review					
03.11.11	Kidd	Duke Hse	Duke Hse	Kidd	4 ✓	Scrutiny					
04.11.11	Kidd	Norton	Norton	Kidd	40 ✓	Members Waste forum.					
04.11.11	Kidd	Bewdley Hill	B. Hill	Kidd	4 ✓	Site Meeting D. Hunter + Ian Connelly.					
03.11.11	Kidd	Duke Hse	Duke Hse	Kidd	4 ✓	Mtg with Mike Parker.					
08.11.11	Kidd	Duke Hse	Duke Hse	Kidd	4 ✓	Planning DC.					
11.11.11	Kidd	Civic	Civic	Kidd	10 ✓	Group Leaders Meeting.					
15.11.11	Kidd	Duke Hse	Duke Hse	Kidd	4 ✓	Transformation Board					
15.11.11	Kidd	Duke Hse	Duke Hse	Kidd	4 ✓	Cab/CMT (WFF).					
18.11.11	Kidd	Duke Hse	Duke Hse	Kidd	4 ✓	Mtg with Richard Osborne					
22.11.11	Kidd	Duke Hse	Duke Hse	Kidd	4 ✓	Meeting D Buckland / M. Parker					
22.11.11	Kidd	Bewdley	Bewdley	Kidd	8 ✓	Meeting with Clerk / Mayor Bewdley					
22.11.11	Kidd	Duke Hse	Duke Hse	Kidd	4 ✓	Cabinet					
23.11.11	Kidd	Civic	Civic	Kidd	10 ✓	Group Leaders + Mtg with M. Parker.					
29.11.11	Kidd	Duke Hse	Duke Hse	Kidd	4 ✓	Mtg M. Parker.					
30.11.11	Kidd	Civic	Civic	Kidd	10 ✓	Full Council.					
				Miles	132 ✓				Total Subsistence, etc.		

WYRE FOREST DISTRICT COUNCIL
8 JAN 2012
RESOURCES DIRECTORATE

PAID
JAN 12

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
132	miles at 40 p	52	80
	miles at p		
	miles at p		
=	PAYABLE	52	80

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.