# WYRE FOREST DISTRICT COUNCIL

Payroll No. ..... Travelling and Subsistence Claim for month ending 30.11.2011 Reg. No. .....

NAME (BLOCK LETTERS) IAN HARDIMAN (CLLR. H&B) Division ..... C.C. Rating 1800 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 3.11.11 | DUKE HSE. | | | | 4 | SCRUTINY COMM. | | | | | |
| 7.11.11 | WORCESTER GUILDHALL | | | | 39 | PLANNING FOR LOW CARBON ENERGY | | | | | |
| 8.11.11 | DUKE HSE. | | | | 4 | PLANNING COMM. | | | | | |
| 8.11.11 | GLADES | | | | 5 | SPORTS & LEISURE COMM. | | | | | |
| 30.11.11 | CIVIC C. | | | | 10 | FULL COUNCIL | | | | | |
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| | | | | Miles | 53 | | | | Total Subsistence, etc. | | |

WYRE FOREST DISTRICT COUNCIL
9 DEC 2011
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 | 21 | 20 |
| Train / Bus / Taxi | 35010 | | |
| Subsistence | 47010 | | |
| TOTAL | | 21 | 20 |

Mileage Rates

| | | £ | p |
|---|---|---|---|
| 53 | miles at 40p | 21 | 20 |
| | miles at p | | |
| | miles at p | | |
| = | PAYABLE | 21 | 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.*