

5

WYRE FOREST DISTRICT COUNCIL

Reg. No.

Travelling and Subsistence Claim for month ending 31/05/2012 Make & Model of car.

Division WFB G.C. Rating WFB If car changed since previous claim state date.

Payroll No. V 11665
 NAME (BLOCK LETTERS)

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses		Amount	
	From	To	From	To			From	To	£	p	£	p
6/10/11	Home	Dobbit	1200	1200	0	Scouting Meeting ✓						
10/10/11	"	Give C	"	"	4	business ✓						
13/10/11	"	Dobbit	1200	1200	12	Scouting Meeting ✓						
19/10/11	"	"	"	"	12	WFM Management Meeting ✓						
27/10/11	"	"	"	"	12	Best briefing ✓						
3/11/11	"	"	"	"	12	Scouting Meeting ✓						
7/11/11	"	Walsby	"	"	24	Scouting Meeting ✓						
14/11/11	"	Walsby	"	"	10	Walsby Meeting ✓						
1/12/11	"	"	"	"	12	Scouting Meeting ✓						
12/12/11	"	"	"	"	4	Walsby Meeting ✓						
19/12/11	"	"	"	"	12	Councillor Forum ✓						
25/12/11	"	"	"	"	12	Scouting Meeting ✓						
26/12/11	"	"	"	"	10	Scouting Meeting ✓						
26/12/11	"	"	"	"	14	Special Council ✓						
30/12/11	"	"	"	"	4	Scouting Meeting ✓						
8/1/12	"	"	"	"	4	Scouting Meeting ✓						
9/1/12	"	"	"	"	12	Scouting Meeting ✓						
15/1/12	"	"	"	"	4	Scouting Meeting ✓						
Miles <u>166</u>												

PAID

CARRIED FORWARD Total Subsistence, etc.

Totals for each Expenditure Code			Mileage Rates		
Item	Code	£	p	£	p
Mileage	3301			miles at	p
Train / Bus / Taxi	3501			miles at	p
Subsistence	4701			miles at	p
TOTAL				PAYABLE	

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
 (Claimant)

Authorised
 (Authorised Signatory)

Date authorised

Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.