

Payroll No. 3  
 NAME Seth Campbell Division Comptroller C.O. Rating C.O. Rating

Travelling and Subsistence Claim for month ending Sept 2011 Make & Model of car MEMBER

WYRE FOREST DISTRICT COUNCIL

Reg. No. 2011

If car changed since previous claim state date

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Subsistence and other expenses		Amount	
	From	To	From	To			From	To	£	p
25/11	Kinshir	Makena			47	Meeting with Malvern K. to discuss Joint Working				
27/11	-	SOS			10	Cowal Hill				
4/12	-	SOS			10	Riesing in Mile				
9/12	-	SOS			10					
30/12	-	SOS			10	Stewart Project Meeting with Caroline Oswalds				
1/12	-	kinshir			4	19F Transport				
5/12	-	-			4	Mike Parke				
6/12	11	London			260	District Council Network				
8/12	11	London			30	Dor leaders Board.				
12/12	11	kinshir			4	Mike Parke				
21/12	11	kinshir			5	Visit to HQ with Ian Miles				
21/12	11	kinshir			10	Mike Parke				
26/12	11	SOS								

**PAID**

Total Subsistence, etc. 19 00

Totals for each Expenditure Code

Item	Code	£	p	Mileage Rates	£	p
Mileage	38010			404 miles at 40 p	161	60
Train / Bus / Taxi	35010			miles at p		
Subsistence	47010			miles at p		
<b>TOTAL</b>				<b>PAYABLE</b>	<b>180</b>	<b>60</b>

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 \_\_\_\_\_

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 6<sup>th</sup> of the month in which payment is required.