Signed(Claimant)		* Annual check of business-use car insurance: checked by	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.		 a) the above neurons are a correct record or official journeys, and that expenditure has actually been incurred on subsistence claimed and this has not been previously reimbursed. 	I certify that:	VIII S	* 67.									E Adas Adas	Sules Have Order & Order H. To	The case case	Civic Civic 1	escription craws or Jour	Travelli
Authorised(Authorised Signatory)		Date	ACC TENTILES COSES	use was specified	hat nd this		\$ W OV	1								 	こっくたって	1 / Car.	10 / 120		Miles	WYRE FOREST DISTRICT COL
	TOTAL	Subsistence	Irain / Bus /	Mileage	item	Totals for	·		[8]	127			4		CONTRACTOR OF THE PROPERTY OF		100 m	. 30	the Dan Home		Purpose and Passengers Carried	WYRE FOREST DISTRICT COUNCI
Dat		47010	35010	33010	Code	Totals for each Expenditure Code		OCTOSED I	1		13 EK					7 6 50 TO 10 10 10 10 10 10 10 10 10 10 10 10 10	1		adu-plac		igers Carrled	OUNCIL Reg. No
Date authorised.			•			 B		3		- 120						A 2010 -16		7	,	/From To	Time A	d since pre
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79232 b 6 8 8 9 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8				38			Total St		OURCE SOURCE		-	FORES								State: Fee, Bre	osistence a	Reg. No Reg. No Make & Moc revious claim state date
	PAYABLE /	miles at p	miles at p	miles at Cp.		Mileage Rates	Total Subsistence, etc.		HESOURCES DIRECTORATE	000	1136 13U	WITHE FOREST DISTRICT COUNCIL								State: Rall fare, Parking Fee, Breakfast, Lunch, etc.	Subsistence and other expenses	Reg. No
	20		•	<u>s</u> 20	d 3															£ o		

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.