

**WYRE FOREST DISTRICT COUNCIL**

Travelling and Subsistence Claim for month ending 31/07/11

Division C.C. Rating

Payroll No. MARSH HARRIS

NAME (BLOCK LETTERS)

**PAY AND DISPLAY**  
Place Ticket on dashboard THIS SIDE UP

PAID UNTIL DAY DATE  
**16:03 29 JUL 11**

PPA157 £ 1.20

14:03 110728

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	penses	
	From	To	From	To			Working hrs, etc.	Amount
05/07/11	Home	Gable St	Home	Home	4	Riding Mini Police		P
05/07/11	Home	Duke St	Home	Home	4	Cabinet / etc		
06/07/11	Home	Duke St	Home	Home	4	1/4 scrubbing goney		
07/07/11	Home	Duke St	Home	Home	4	Scrubbing		
12/07/11	Home	Gable St	Home	Home	10	Lodley Farming school / St. Saviours Primary		
12/07/11	Home	Duke St	Home	Home	4	Planning DC		
15/07/11	Home	Civic	Home	Home	10	Pre-council briefing with Chairman		
19/07/11	Home	Duke St	Home	Home	4	Cabinet		
23/07/11	Home	Civic	Home	Home	10	Fuels Council		
29/07/11	City Hall	Proton	Proton	City Hall	20	Members Westminster - Proton Helios DC Car Park	1	20
						WYRE FOREST DISTRICT COUNCIL		
						18 AUG 2011		
						RESOURCES DIRECTORATE		
						Total Subsistence, etc.	1	20

**PAID**

Side 11

Totals for each Expenditure Code

Item	Code	£	P
Mileage	33010	29	60
Train / Bus / Taxi	35010	1	20
Subsistence	47010		
<b>TOTAL</b>		<b>30</b>	<b>80</b>

Mileage Rates

	£	P
74 miles at 40p		29 60
miles at p		
miles at p		
<b>PAYABLE</b>	<b>30</b>	<b>80</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 \_\_\_\_\_ Date authorised \_\_\_\_\_  
(Claimant) (Authorised Signatory)

**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.