

17/08/2011

WYRE FOREST DISTRICT COUNCIL

Travelling and Subsistence Claim for month ending 31.7.2011 Make & Model of car, Reg. No. C.C. Rating

If car changed since previous claim state date

Payroll No. NAME Ian Harrison Division (BLOCK LETTERS) (Councilor H02 B)

Main table with columns: Date, Description, Mileometer (From, To), Miles, Purpose and Passengers Carried, Time Absent (From, To), Amount (£, P)

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 table with columns: Item, Code, £, P

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.