

WYRE FOREST DISTRICT COUNCIL

MEMBERS

Payroll No.
 NAME Mavis Hens
 (BLOCK LETTERS)

Travelling and Subsistence Claim for month ending 20.11
 Division Mr

Reg. No.
 Make & Model of car
 C.C. Parking
 If car changed since previous claim state date.

Date	Details of Journeys			Miles	Purpose and Passengers Carried	Subsistence and other expenses			
	From	To	Mileometer			From	To	£	p
0-06	Home	Dulke	Dulke	4 ✓	Away Day + Col/Con				
0-06	Home	Cruz	Cruz	10 ✓	Autogate Dulke + Col/Con				
1-06	Home	Conest	Conest	4 ✓	Kingfisher see records + Mile Rate				
1-06	Home	Gale Ha	Dulke	4 ✓	Away Day				
2-06	Home	Cruz	Cruz	10 ✓	Awaying Mile Rate / David Muller				
2-06	Home	B'gates	B'gates	22 ✓	Leg Services Ely				
3-06	Day Lab	Mha	Mha	6 ✓	Tour of WAF P. North - Waste facility.				
Miles <u>3860</u>					PAID OCTOBER 11 WYRE FOREST DISTRICT COUNCIL RESOURCES DIRECTORATE 4 - OCT 2011				

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

Item	Code	£	p	Mileage Rates	£	p
Mileage	33010			60 miles at 40p	24	00
Train / Bus / Tax	35010			miles at p		
Subsistence	47010			miles at p		
TOTAL				PAYABLE	24	00

Signed Authorised 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 6th of the month in which payment is required.