Member

WYRE FOREST DISTRICT COUNCIL

Payroll No

Travelling and Subsistence Claim for month ending January 20 11

Reg. No.

NAME Marcus Hart
(BLOCK LETTERS)

Division Cllr. C.C. Rating

Make & Model of car

If car changed since previous claim state date

Date	Details of Journeys: Description From	Description To	Mileometer From	Mileometer To	Miles	Purpose and Passengers Carried	Time Absent From	Time Absent To	Subsistence and other expenses: State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
06-01-11	Home ✓	Bewdley	Bewdley	Home	✓8	Site Visit					
06-01-11	Home	Duke St	Duke St	Home	✓4	Community + Regen.					
10-01-11	Home	Duke St	Duke St	Home	✓4	Cabinet					
11-01-11	Home	Duke St	Duke St	Home	✓4	Planning DC.					
19-01-11	Home	Duke St	Duke St	Home	✓4	Parish Charter Mtg.					
21-01-11	Home	Worcester	Worcester	Home	✓40	City Leaders Mtg — sub for					
25-01-11	Home	Duke St	Duke St	Home	✓4	Briefing Mike Parker					
25-01-11	Home	Duke St	Duke St	Home	✓4	Cabinet					
26-01-11	Home	CHG	CHG	Home	✓4	Mtg with Reg Members & Officers					
				Miles	76						

£ PAID

June 2011

Total Subsistence, etc.

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

Item	Code	£	p
Mileage	33010		
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL			

Mileage Rates

		£	p
~~76~~	miles at ~~40~~ p	~~30~~	~~40~~
~~76~~	miles at ~~25~~ p	~~1~~	~~90~~
76	miles at 25 p	30	40
	PAYABLE	~~30~~	~~40~~

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.

Memb

WYRE FOREST DISTRICT COUNCIL

Payroll No. ..... Travelling and Subsistence Claim for month ending February 20 11 Reg. No. .....

NAME Marcus Hart (BLOCK LETTERS) Division Cllr C.C. Rating ..... Make & Model of car .....

If car changed since previous claim state date .....

Date	Details of Journeys: Description From	Description To	Mileometer From	Mileometer To	Miles	Purpose and Passengers Carried	Subsistence and other expenses: Time Absent From	Time Absent To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
21-02-11	Home	Duke Hse	Duke Hse	Home	14	Cab/CRT					
22-02-11	Home	Duke Hse	Duke Hse	Home	14	Planning DC					
11-02-11	Home	Duke Hse	Duke Hse	Home	14	Night stop meeting					
15-02-11	Home	Duke Hse	Duke Hse	Home	14	Briefing with Mike Parker					
22-02-11	Home	Duke Hse	Duke Hse	Home	14	Night stop meeting					
22-02-11	Home	Civic Cntr	Civic Cntr	Home	10	Full Council					

Member

WYRE FOREST DISTRICT COUNCIL

Payroll No. ..... Reg. No. .....

Travelling and Subsistence Claim for month ending March 20 11

NAME Marcus Hunt (BLOCK LETTERS) Division Cllr C.C. Rating ..... Make & Model of car .....

If car changed since previous claim state date .....

Date	Details of Journeys: Description From	Description To	Milecometer From	Milecometer To	Miles	Purpose and Passengers Carried	Subsistence and other expenses: Time Absent From	Time Absent To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
01-03-11	Home	Duke St	Duke St	Home	4	Cab / Cont					
03-03-11	Home	Youth Hse	Youth Hse	Home	4	Night stop					
03-03-11	Home	Duke St	Duke St	Home	4	Planning Dc.					
10-03-11	Home	Duke St	Duke St	Home	4	Cabinet.					
18-03-11	Home	Duke St	Duke St	Home	4	Briefing Mike Parker					
22-03-11	Home	Duke St	Duke St	Home	4	Night stop Wrtg					

Members.

WYRE FOREST DISTRICT COUNCIL

Payroll No. .....

Travelling and Subsistence Claim for month ending April 20 11

Reg. No. .....

NAME Anne Hart
(BLOCK LETTERS)

Division Cllr. C.C. Rating .....

Make & Model of car .....

If car changed since previous claim state date .....

Date	Details of Journeys: Description From	Description To	Mileometer From	Mileometer To	Miles	Purpose and Passengers Carried	Subsistence and other expenses: Time Absent From	Time Absent To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
12 April	Home	Dudle Hse	Dudle Hse	Home	✓4	Planning DC					
13 April	Home	Dudle Hse	Dudle Hse	Home	✓4	Cabinet					

MEMBER

WYRE FOREST DISTRICT COUNCIL

Payroll No. .....

Travelling and Subsistence Claim for month ending May 2011

Reg. No. .....

NAME Marcus Hart
(BLOCK LETTERS)

Division Cllr . C.C. Rati...

Make & Model of car...

If car changed since previous claim state date.....

Date	Details of Journeys: Description From	Description To	Mileometer From	Mileometer To	Miles	Purpose and Passengers Carried	Time Absent From	Time Absent To	Subsistence and other expenses: State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
10.05.11	Home	Civic	Civic	Home	10	Pre-council agenda mtg					
10.05.11	Home	Civic	Civic	Home	10	Group leaders mtg					
26.05.11	Home	Civic	Civic	Home	10	Briefing with Cathie Westlake.					

May addition

Members

WYRE FOREST DISTRICT COUNCIL

Travelling and Subsistence Claim for month ending May 20 11

Payroll No. ____ Reg. No. ____

NAME Marion Martin (BLOCK LETTERS) Division Ctr C.C. Rating ____ Make & Model of car ____

If car changed since previous claim state date ____

Date	Details of Journeys: Description From	Description To	Mileometer From	Mileometer To	Miles	Purpose and Passengers Carried	Subsistence and other expenses: Time Absent From	Time Absent To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
18-5-11	Home	Cmc	Cmc	Home	10	Full Council					