

WYRE FOREST DISTRICT COUNCIL

Reg. No. \_\_\_\_\_

Payroll No. \_\_\_\_\_

Travelling and Subsistence Claim for month ending 31 MAY 2011

NAME Mrs N. H. HIGGS

(BLOCK LETTERS)

DIVISION \_\_\_\_\_

C.C. Rating \_\_\_\_\_

If car changed since previous claim state date \_\_\_\_\_

Make & Model of car \_\_\_\_\_

MEMORANDUM

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Subsistence and other expenses	
	From	To	From	To			Time Absent	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.
12 5 11	Home	City SA			4 1/2	Navigation (ITP)		
13 5 11	Home	City SA			13 1/2	Navigation (Industrial)		
17 5 11	Home	City SA			4 1/2	Navigation (Industrial)		
23 5 11	Home	City SA			12 1/2	Navigation (Industrial)		
24 5 11	Home	City SA			12 1/2	Navigation (Industrial)		
26 11	Home	City SA			12 1/2	Navigation (Industrial)		
27 11	Home	City SA			12 1/2	Navigation (Industrial)		
28 11	Home	City SA			12 1/2	Navigation (Industrial)		
29 11	Home	City SA			12 1/2	Navigation (Industrial)		
30 11	Home	City SA			12 1/2	Navigation (Industrial)		
31 11	Home	City SA			12 1/2	Navigation (Industrial)		
Miles						160		

**PAID**

OCTOBER 11

WYRE FOREST DISTRICT COUNCIL  
RESOURCES DIRECTORATE

Total Subsistence, etc.

Item	Code	£	p
Mileage	3301	60	00
Train / Bus / Taxi	3501		
Subsistence	4701		
<b>TOTAL</b>		<b>60</b>	<b>00</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 1.9.11  
 (Chairman)  
 Authorised \_\_\_\_\_  
 (Authorised Signatory)  
 Date authorised \_\_\_\_\_

Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.