WYRE FOREST DISTRICT COUNCIL

Payroll Number		Travelling and Subsistence Claim month Ending		December		2014			Reg No.	[redacted]	
Name	Marcus Hart		Councillor		C.C. Rating	2 litre			Make & Model for Car	[redacted]	
									If car changed since previous claim state date		

Date	Details of Journey: Description From	Details of Journey: Description To	Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyre Forest District Council Employees)	Additional People Carried: Qty	Additional People Carried: Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
03/12/2014	Home to WFH and return		10	Brieifng with the Chief Executive						
09/12/2014	Home to WFH and return		10	Group Leaders and Planning DC						
10/12/2014	Home to WFH and return		10	Breifing with Mike Parker and Full Council						
11/12/2014	WFH to Birmingham and Return		40	GBSLEP Leaders Meeting with Chief Executive	1	40				
16/12/2014	Home to WFH and return		10	Cabinet						
17/12/2014	Home to WFH and return		10	Brieifng with the Chief Executive						
18/12/2014	Home to WFH and return		10	Cabinet/CLT Strategic Session						
									TOTAL £	£0.00
				£ £ PAID February 15 Salaries						
									Receipts must be kept for evidence	
							Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
		TOTAL	100	TOTAL with additional Passengers		40			TOTAL £	£0.00

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:

a) the above details are a correct record of official journeys and that expenditure has actually been incurred on subsistence claimed and has not been previously reimbursed.

b) During the period of this claim **the vehicle was insured** and had a **valid MOT certificate**, that **business use was specified** on the certificate of insurance and that I held a **current driving license**. I acknowledge I have 21 days to produce these documents if requested by WFDC.

100	miles at 40p	40.00
40	miles at 5p	2.00
	TOTAL £	£42.00

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	42.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£42.00**

Approved (Authorised Signatory)	Louisa Bright	The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable. Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to "Wyre Forest Payroll"

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