WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] | Travelling and Subsistence Claim m[illegible]n Ending | February | 15 | Reg No. [redacted]

Name | S J Williams | Directorate | | C.C. Rating | 1600 | Make & Model for Car | 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
08.02.15	Home to Worcester		35	Civic Service, Worcester Cathedral						
09.02.15	Home to Wyre Forest House		12	Signing legal Documents						
14.02.15	Home to Kidderminster		10	"Valentines" Concert, Town Hall						
16.02.15	Home to Bromsgrove		12	Freedom Parade						
17.02.15	Home to Wyre Forest House		12	Council Pre Meet						
20.02.15	Home to Stourport		12	Dance Festival						
25.02.15	Home to Wyre Forest House		12	Full Council						
27.02.15	Home to Kidderminster		10	Kidderminster Mayor's Ball						
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0						Receipts must be kept for evidence	
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	115	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID March 15 Salaries

Please do not add lines use a separate sheet if necessary

115	miles at 40p	46.00	
0	miles at 5p	0.00	
	TOTAL £	£46.00	

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.

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	46.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£46.00**

Approved (Authorised Signatory)

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.