WYRE FOREST DISTRICT COUNCIL — MEM

Payroll Number: [redacted] — Travelling and Subsistence Claim month Ending: April 2015 — 2014

Name: Cllr Stephen Williams — Directorate: — C.C. Rating: 1500

Reg No. [redacted]

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
09.04.15	Home to Kidderminster		12	Town Hall, Wheelchair Dancing						
10.04.15	Home to Wyre Forest House		12	Signing Documents						
13.04.15	Home to Bewdley		18	HRH Visit						
17.04.15	Home to Worcester		35	Brass Band Concert						£2.40
22.04.15	Home to Kidderminster		10	Special Meeting of the Charter Trustees						
23.04.15	Home to Wyre Forest House		12	Signing Documents						
24.04.15	Home to Stourport		12	Mayors Ball						
26.04.15	Home to Kidderminster		10	St Georges Day Service						
30.04.15	Home to Wyre Forest House		12	Signing Documents						
30.04.15	Home to Hagley		0	Bromsgrove Civic Head's Charity Dinner, Hagley Hall					Taxi Fare	£25.00
			0							
			0						TOTAL £	£27.40
			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	133	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

MAY 15 SALARIES.

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	133	**miles at 40p**	53.20
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.	0	**miles at 5p**	0.00
		TOTAL £	£53.20

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	53.20
Train/Bus/Taxi	35010	27.40
Subsistence	47010	0.00
PAYABLE		**£80.60**

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.