					WYRE FOREST DISTRICT COUNCIL		MEM			Reg No.	
Payroll Number		Travelling and Subsistence Claim month Ending			February 2015		2014			Make & Model for Car	a
Name	Nathan Desmond	Directorate			C.C. Rating	1.8				If car changed since previous claim state date	

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyre Forest District Council Employees)	Additional People Carried		Subsistence and other expenses			
	Description						Time Absent		Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
	From	To			Qty	Miles	From	To		
03.02.15	Home to WFH		4	Financial Strategy Panel						
17.02.15	Home to WFH		4	Cabinet						
19.02.15	Bromsgrove to WFH		18	Meeting with Tracey Southall						
24.02.15	Worcester to WFH		30	Meeting with Tracey Southall						
25.02.15	Home to WFH		4	Council						
			0							
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
			0				From	To		
			0							
			0							
			0							
			0							
			0							
		TOTAL	60	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
MAY IS SALARIES

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	60	**miles at 40p**	24.00	
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 £	£24.00	

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	24.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£24.00**

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.