| | | | | WYRE FOREST DISTRICT COUNCIL | | MEM | | | Reg No. | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Payroll Number | | Travelling and Subsistence Claim month Ending | | March | | 2015 | | | Make & Model for Car | | |
| Name | Marcus Hart | | | Councillor | C.C. Rating | 2 litre | | | 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 03/03/2015 | Home to WFH and return | | 10 | Cabinet/CLT | | | | | | |
| 04/03/2015 | Home to Town Hall and then to WFH | | 6 | Corporate Briefing | | | | | | |
| 04/03/2015 | WFH to Home | | 5 | Corporate Briefing | | | | | | |
| 05/03/2015 | Home to Land Oak and return | | 6 | Planning DC Site Visit | | | | | | |
| 10/03/2015 | Home to WFH and return | | 10 | Group Leaders and Planning DC and Corporate Briefing | | | | | | |
| 12/03/2015 | Home to WFH and return | | 10 | Members Forum | | | | | | |
| 17/03/2015 | Home to WFH and return | | 10 | Cabinet | | | | | | |
| 18/03/2015 | Home to WFH and return | | 10 | Leader Meetings and Meet Leisure team for Silverwoods Publicity on site | | | | | | |
| 19/03/2015 | Home to Bromsgrove and return | | 30 | NWEDR Business Breakfast Event | | | | | | |
| 25/03/2015 | Home to WFH and return | | 10 | Meeting with Kay Higman | | | | | | |
| | | | | | | | | | TOTAL £ | £0.00 |
| | | | | PAID MAY IS SALARIES | | | Receipts must be kept for evidence | | | |
| | | | 0 | | | | Time Absent From | Time Absent To | Subsistence, Breakfast, Lunch Etc | Amount |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | TOTAL | 107 | TOTAL with additional Passengers | | 0 | | | 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: | 107 | **miles at 40p** | 42.80 |
| 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 £** | £42.80 |

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 | 42.80 |
| Train/Bus/Taxi | 35010 | 0.00 |
| Subsistence | 47010 | 0.00 |
| **PAYABLE** | | **£42.80** |

| | | |
|---|---|---|
| | | The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable. |
| Approved (Authorised Signatory) | Louisa Bright | 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.