				WYRE FOREST DISTRICT COUNCIL		MEM			Reg No.		
Payroll Number		Travelling and Subsistence Claim month Ending		February		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
04/02/2015	Home to Wyre Forest House		10	Briefing with the Chief Executive.						
11/02/2015	Home to Wyre Forest House		10	Briefing with Linda Collis and Kay Higman.						
17/02/2015	Home to Wyre Forest House		10	Breifing with Chief Executive and meetings and briefings all day and Cabinet.						
19/02/2015	Home to Bromsgrove and return		22	WRS Joint Committee						
25/02/2015	Home to WFH and return		10	Full Council						
26/02/2015	Home to Spennells		6	Business Leaders Meeting - NWEDR						
									TOTAL £	£0.00
							Receipts must be kept for evidence			
							Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
		TOTAL	68	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
APR 15
SALARIES

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.

68	**miles at 40p**	27.20
0	**miles at 5p**	0.00
	TOTAL £	£27.20

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	27.20
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£27.20**

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.