WYRE FOREST DISTRICT COUNCIL

MEM

Payroll Number

Travelling and Subsistence Claim month Ending 31st May 2015

Name: S J Williams

Directorate

C.C. Rating: 1600

Reg No.

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
02.05.15	Home to Kidderminster		10	Mayor Kidderminster Charity Concert, Town Hall						
06.05.15	Home to Wyre Forest House		12	Tender Opening						
06.05.15	Home to Kidderminster		10	Youth Makes Music						
09.05.15	Home to Kidderminster		10	Kidderminster Choral Society, St Marys Church						
11.05.15	Home to Wyre Forest House		12	Signing						
15.05.15	Home to Bewdley		20	Mayor Making						
15.05.15	Home to Wyre Forest House		12	Signing						
20.05.15	Home to Wyre Forest House		12	Signing						
20.05.15	Home to Bromsgrove		12	Election of New Chairman at Bromsgrove DC						
21.05.15	Home to Wyre Forest House		12	Full Council						
			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	122	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID June 2015

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.

122	**miles at 40p**	48.80
0	**miles at 5p**	0.00
	TOTAL £	£48.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	48.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£48.80**

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.