					WYRE FOREST DISTRICT COUNCIL		MEM			Reg No.		
Payroll Number		Travelling and Subsistence Claim month Ending		June			2015			Make & Model for Car		
Name	Chris Rogers	Directorate			C.C. Rating	2477				If car changed since previous claim state date	No	

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
19/05/2015	Wyre Forest House & Home - Return		7	Pre Council Meeting					28/05/2015 Kidderminster Ma	£20.00
20/05/2015	Wyre Forest House & Home - Return		7	Chairman Training					14/06/2015 Parking Worceste	£5.40
27/05/2015	Wyre Forest House & Home - Return		7	Annual Council						
30/05/2015	Home - Manor Farm Park - Return		5	Official opening of Manor Farm Park						
31/05/2015	Home - Severn Meadow - Return		5	Rock& Roll Party in the Park						
06/06/2015	Home - Bewdley - Return x 2		24	Bewdley Carnival						
14/06/2015	Home - Worcester - Return		26	Worcester Civic Service						
21/06/2015	Home - Brintons Park - Return		6	Party in the Park						
22/06/2015	Home - SOS - Return		5	Armed Forces Day						
23/06/2015	Home - Kidderminster- Return		8	HRH Duke of Kent Visit						
24/06/2015	Wyre Forest House & Home - Return		7	Start Up Ceremony Silver Woods						
28/06/2015	Home - Bewdley - Return		12	Bewdley Mayors Sunday Parade					TOTAL £	£25.40
			0				Receipts must be kept for evidence			
			0				Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
			0				From	To		
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	119	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID July 2015

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	119	miles at 40 p	47.60
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 5 p	0.00
		TOTAL £	£47.60

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	47.60
Train/Bus/Taxi	35010	25.40
Subsistence	47010	0.00
PAYABLE		**£73.00**

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.