

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

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)	Additional People Carried		Time Absent		Subsistence and other expenses		Amount	
	From	To			Qty	Miles	From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount		
25.02.15	Full Council		12									
10.03.15	Planning Committee		12									
14.04.15	Planning Committee		12									
27.05.15	Full Council		12									
15.06.15	Licensing Committee		12									
24.06.15	Meeting Leader of the Council		12									
22.07.15	Planning Committee		12									
30.07.15	Full Council		12									
18.08.15	Planning Committee		12									
10.09.15	Full Council		12									
24.07.15	Meeting with Sue Saunders		12									
			0								£0.00	
			0									
				Receipts must be kept for evidence								
				OCT15 SALARIES								
				PAID								
				TOTAL								
				TOTAL with additional Passengers								
				TOTAL £								
				£0.00								

Office Only - Totals for each Expenditure Code	
Item	Code
Mileage	37010
Train/Bus/Taxi	35010
Subsistence	47010
PAYABLE	
	£52.80

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.

132 miles at 40p = 52.80
0 miles at 5p = 0.00
TOTAL £ = £52.80

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"

Approved (Authorised Signatory) Louisa Bright
Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.