					WYRE FOREST DISTRICT COUNCIL		MEM			Reg No.		
Payroll Number	[redacted]	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		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyre Forest District Council Employees)	Additional People Carried		Subsistence and other expenses			
	Description						Time Absent		Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
	From	To			Qty	Miles	From	To		
09/04/2015	Home to WFH and return		10	Briefing with Ian Miller						
14/04/2015	Home to WFH and return		10	Briefing with Ian Miller						
29/04/2015	Home to WFH and return		10	Meeting new staff member						
				PAID						
				PAID JUNE 2015						
									TOTAL £	£0.00
							Receipts must be kept for evidence			
							Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
							From	To		
			0							
			0							
			0							
			0							
			0							
		TOTAL	30	TOTAL with additional Passengers		0			TOTAL £	£0.00

Please do not add lines use a separate sheet if necessary

				Office Only - Totals for each Expenditure Code		
I submit this form electronically to my authorised officer and confirm:	30	**miles at 40p**	12.00	Item	Code	£ p
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	Mileage	37010	12.00
		TOTAL £	£12.00	Train/Bus/Taxi	35010	0.00
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.				Subsistence	47010	0.00
				PAYABLE		**£12.00**

		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.