				WYRE FOREST DISTRICT COUNCIL		MEM			Reg No.		
Payroll Number		Travelling and Subsistence Claim month Ending		31st January		2016			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	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	Miles	Subsistence and other expenses: Time Absent From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
14/01/2016	Home - Birmingham - Return		4	Take chain for repair estimate					14/1/2016 Parking Kidd Static	£2.50
20/01/2016	Home - Blakedown- Return		12	Churchill & Balkedown Parish Council					14/1/2016 Train Birmingham	£7.50
22/01/2016	Home - Worcester - Return		26	Bishop of Worcester at Home					22/1/2016 Parking Worcester	£3.40
28/01/2016	Home - Rushock - Return		12	Rushock Parish Council						
29/01/2016	Home - Bromsgr		22	Bromsgrove Burns Night						
31/01/2016	Home - Kidderminster - Return		8	Holocast memorial Service						
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£13.40
			0				Receipts must be kept for evidence			
			0				Time Absent From	To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	84	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

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.

84	miles at 40 p	33.60
0	miles at 5 p	0.00
	TOTAL £	£33.60

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	33.60
Train/Bus/Taxi	35010	13.40
Subsistence	47010	0.00
PAYABLE		**£47.00**

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.