

WYRE FOREST DISTRICT COUNCIL			MEM	Reg No. M77 NJD	
Travelling and Subsistence Claim month Ending November 2015			2000	Make & Model for Car	
Cllr Nathan Desmond			C.C. Rating	If car changed since previous claim state date	01.11.15
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	Subsistence and other expenses		Amount
	From	To				Qty	Miles	
09.11.15	Bromsgrove to WFH		18	Meeting with Tracey Southall		From	Rail fare, Bus Fare, Taxi Fare, Parking Fee	
10.11.15	Home to WFH		8	Cabinet		To		
18.11.15	Worcester to WFH		26	Budget Meeting				
23.11.15	Home to WFH		8	Cabinet Financial Strategy Review Panel				
24.11.15	Stourbridge to WFH		16	Budget Meeting				
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
TOTAL			76	TOTAL with additional Passengers	0		TOTAL £	£0.00

PAID



Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code		Item	Code	£ p
		Mileage	37010	30.40
		Train/Bus/Taxi	35010	0.00
		Subsistence	47010	0.00
		PAYABLE		£30.40

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.

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.