					WYRE FOREST DISTRICT COUNCIL		MEM			Reg No.	
Payroll Number		Travelling and Subsistence Claim month Ending			31st December		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
01/12/2015	Wyre Forest House & Home - Return		7	White Ribbon Launch					21/12/2015 Parking Worceste	£5.40
02/12/2015	Home - Kidderminster- Return		3	Silverwood Bridge Placement						
04/12/2015	Home - Tenbury - Return		39	James Bond Film Premier						
06/12/2015	Home - Kidderminster - Return		8	Memorial Mass						
06/12/2015	Home - SOS - Return x2		14	Chairmans Carol Service						
11/12/2015	Wyre Forest House & Home - Return		8	Debating Competition						
11/12/2015	Home - Kidderminster - Return		8	Kidderminster Carol Service St Marys						
13/12/2015	Home - Pershore - Return		44	Wychavon Civic Service						
16/12/2015	Home - Bromsgrove - Return		20	Bromsgrove Carol Service						
19/12/2015	Home - SOS - Return		8	Xmas Concert - Town Hall						
21/12/2015	Wyre Forest House & Home - Return		26	Carol Service Cathedral						
29/12/2015	Home - Kidderminster - Return		8	Paul Crowley Funeral					TOTAL £	£5.40
			0				Receipts must be kept for evidence			
			0				Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
			0				From	To		
			0							
			0							
			0							
			0							
			0							
		TOTAL	193	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
FEB 16 SALARIES

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	193	miles at 40 p	77.20
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 £	£77.20

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	77.20
Train/Bus/Taxi	35010	5.40
Subsistence	47010	0.00
PAYABLE		**£82.60**

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.