				WYRE FOREST DISTRICT COUNCIL					Reg No.		
Payroll Number		Travelling and Subsistence Claim month Ending			29th Febuary		2016		Make & Model for Car	[illegible]	
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
01/02/2016	Home - SOS - Return		3	SOS mayors Curry Night					08/02/2016 Parking Kidd Stat	£2.50
03/02/2016	Home - Broome - Return		14	Broome Parish Council					08/02/2016 Train Birmingham	£7.50
07/02/2016	Home - Martley - Return		24	Malvern Hills Chairmans Civic Service					12/02/2016 Parking Kidd Stat	£2.50
08/02/2016	Home - Birmingham - Return		4	Take chain for repair(1).					12/02/2016 Train Birmingham	£7.50
15/02/2016	Home - Trimpley - Return		15	Kidderminster Foreign Parish Council						
20/02/2016	Home - SOS - Return		3	WF Dance Festival						
27/02/2016	Home - Shelsey Beacham - Return		22	Malvern Hils Dinner						
28/02/2016	Home - Evesham - Return		58	Evesham Civic Service						
29/02/2016	Home - Rock - Return		20	Rock Parish Council						
12/02/2016	Home - Birmingham- Return		4	Take chain for repair(2).						
			0							
			0						TOTAL £	£20.00
			0				Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0	MARCH 16 SALARIES.						
			0							
			0							
			0							
		TOTAL	167	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.

167	miles at 40 p	66.80
0	miles at 5 p	0.00
	TOTAL £	£66.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	66.80
Train/Bus/Taxi	35010	20.00
Subsistence	47010	0.00
PAYABLE		**£86.80**

Approved (Authorised Signatory)	Lynette Cadwallader	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.