

Payroll Num:	WYRE FOREST DISTRICT COUNCIL	Reg No.:																												
Name:	Cllr Gordon Yarranton	Make & Model for Car																												
	Directorate	C.C. Rating																												
Travelling and Subsistence Claim month Ending		May 2016																												
If car changed since previous claim state date																														
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	From	To		Time Absent	Rail fare, Bus Fare, Taxi Fare, Parking Fee																			
15.03.16	Home to Wyre Forest House	▼	10	Planning Committee																										
29.03.16	Home to Wyre Forest House	▼	10	Visit to IT																										
13.04.16	Home to Wyre Forest House	▼	10	Planning Site Visit																										
19.04.16	Home to Wyre Forest House	▼	10	Planning Committee																										
03.05.16	Home to Wyre Forest House	▼	10	Meeting with Leader																										
16.05.16	Home to Wyre Forest House	▼	10	Meeting Warren Davies, Green Street																										
18.05.16	Home to Wyre Forest House	▼	5	Meeting Warren Davies Northwood Lane																										
19.05.16	Home to Wyre Forest House	▼	10	Scrutiny Committee																										
25.05.16	Home to Wyre Forest House	▼	14	Full Council (Passenger Cllr Rod Wilson)	1	14																								
25.05.16	Home to Wyre Forest House	▼	10	Planning Committee																										
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TOTAL			99	TOTAL with additional Passengers		14			TOTAL £	£0.00																				
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.																														
<table border="1"> <tr> <td>Office Only - Totals for each Expenditure Code</td> <td>Item</td> <td>Code</td> <td>£ p</td> </tr> <tr> <td></td> <td>Mileage</td> <td>37010</td> <td>40.30</td> </tr> <tr> <td></td> <td>Train/Bus/Taxi</td> <td>35010</td> <td>0.00</td> </tr> <tr> <td></td> <td>Subsistence</td> <td>47010</td> <td>0.00</td> </tr> <tr> <td></td> <td colspan="2">PAYABLE</td> <td>£40.30</td> </tr> </table>											Office Only - Totals for each Expenditure Code	Item	Code	£ p		Mileage	37010	40.30		Train/Bus/Taxi	35010	0.00		Subsistence	47010	0.00		PAYABLE		£40.30
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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.																														

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Salaries