

Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.				
Name		Cllr Stephen Clee		Make & Model for Car				
Directorate		July 2016		If car changed since previous claim state date				
Travelling and Subsistence Claim month Ending		C.C. Rating						
Details of Journey		Purpose and Passengers Carried		Subsistence and other expenses				
Date	Description	Miles	(5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)		Additional People Carried			
			Qty	Miles		Time Absent	Amount	
	From	To			From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
10.02.16	Home to Wyre Forest House	12	Meeting with Leader and Deputy Leader					
16.02.16	Home to Wyre Forest House	12	Planning Committee					
29.03.16	Home to Wyre Forest House	12	Meeting Richard Jennings					
18.04.16	Home to Wood Colliers, Rock	8	Meeting Richard Jennings on site					
19.04.16	Home to Wyre Forest House	12	Planning Committee					
13.04.16	Home to Audley Drive	12	Planning Site Visit					
25.05.16	Home to Wyre Forest House	12	Full Council					
26.05.16	Home to Wyre Forest House	12	Planning Committee					
21.06.16	Home to Wyre Forest House	12	Meeting with Caroline Newlands					
19.07.16	Home to Wyre Forest House	12	Planning Committee					
		0					TOTAL £	£0.00
			Receipts must be kept for evidence					
		0					TOTAL £	£0.00
TOTAL		116	TOTAL with additional Passengers				TOTAL £	£0.00
<b>Please do not add lines use a separate sheet if necessary</b>								
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.								
Approved (Authorised Signatory)		Louisa Bright		Office Only - Totals for each Expenditure Code				
Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.				Item		Code		£ p
				Mileage		37010		46.40
				Train/Bus/Taxi		35010		0.00
				Subsistence		47010		0.00
				<b>PAYABLE</b>				<b>£46.40</b>
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"								

**PAID**

*Auslb Salaries*