

<b>Payroll Number</b>	WYRE FOREST DISTRICT COUNCIL	<b>Reg No.</b>	
<b>Name</b>	<b>Travelling and Subsistence Claim month Ending</b>	<b>Make &amp; Model for Car</b>	
Cllr Marcus Hart	April 2016		
<b>Directorate</b>	<b>C.C. Rating</b>	<b>If car changed since previous claim state date</b>	
	2000		

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 Qty Miles	Subsistence and other expenses		Amount
	From	To				Time Absent From To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	
06.04.16	Home to WFH then Carpet Museum		13	Briefings and Away Day			Parking	£4.80
13.04.16	Home to WFH		10	Briefing with Chief Executive				
20.04.16	Home to WCC		38	Devolution Meeting (lift from County Hall)				
26.04.16	Home to WFH		10	Briefing with Chief Executive				
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
<b>TOTAL</b>			71	<b>TOTAL with additional Passengers</b>	0		<b>TOTAL £</b>	£0.00

**PAID**

*August Sabirian*

**Please do not add lines use a separate sheet if necessary**

I submit this form electronically to my authorised officer and confirm:			Office Only - Totals for each Expenditure Code
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.	71 miles at 40p	28.40	Mileage 37010 28.40
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.	0 miles at 5p	0.00	Train/Bus/Taxi 35010 4.80
	TOTAL £	£28.40	Subsistence 47010 0.00
<b>TOTAL</b>			<b>PAYABLE £33.20</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"

<b>Approved (Authorised Signatory)</b>	<b>Louisa Bright</b>
Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.	