WYRE FOREST DISTRICT COUNCIL

Payroll Number | **Travelling and Subsistence Claim month Ending** | May | 2016

Name: Cllr Marcus Hart | Directorate | C.C. Rating: 2000

Reg No. | Make & Model for Car | If car changed since previous claim state date

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
04.05.16	Home to new Leisure Centre		10	Leisure Centre Tour						
05.05.16	Home to WFH		10	Briefing with Chief Executive						
11.05.16	Home to Malvern Hills DC		60	Worcestershire Leaders Board						
17.05.16	Home to WFH		10	Pre Council Briefing						
26.05.16	Home to WFH		10	Planning and Officer Briefings						
			0							
			0							
			0							
			0							
			0							
			0							
			0	PAID					TOTAL £	£0.00
			0	Aug 16 Salaries						
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	100	TOTAL with additional Passengers		0			TOTAL £	£0.00

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount

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.

100	**miles at 40p**	40.00
0	**miles at 5p**	0.00
	TOTAL £	£40.00

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	40.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£40.00**

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.