WYRE FOREST DISTRICT COUNCIL

Payroll Number

Travelling and Subsistence Claim month Ending August 2016

Name: Cllr Rose Bishop | Directorate | C.C. Rating: 1400

Reg No.

Make & Model for Car: e

If car changed since previous claim state date

Date	Details of Journey – Description: From	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	Miles	Subsistence and other expenses: Time Absent From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
03.08.16	Home to Stourport		12	Playday at Lickhill Memorial Park						
07.08.16	Home to Spetchley		38	Picnic on the Farm						
08.08.16	Home to Wyre Forest House		5	Legal Documents						
10.08.16	Home to Wyre Forest House		5	Legal Documents						
13.08.16	Home to Habberley Valley		9	Music in the Valley						
20.08.16	Home to Stourport		8	Country and Western Festival						
21.08.16	Home to Bridgnorth		36	Mad Hatters Tea Party						
22.08.16	Home to Wyre Forest House		0						Taxi Fare	£8.00
26.08.16	Home to Wyre Forest House		4	Collect Chairmans Chain						
31.08.16	Home to Wyre Forest House		4	Legal Documents						
			0							
			0						TOTAL £	£8.00
			0	PAID			Receipts must be kept for evidence			
			0	Sept 16			Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
			0	SALARIES.			From	To		
			0							
			0							
			0							
			0							
			0							
		TOTAL	121	TOTAL with additional Passengers		0			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:	121	**miles at 40p**	48.40
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.	0	**miles at 5p**	0.00
		TOTAL £	£48.40

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.

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	48.40
Train/Bus/Taxi	35010	8.00
Subsistence	47010	0.00
PAYABLE		**£56.40**

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.