WYRE FOREST DISTRICT COUNCIL

Payroll Number | Travelling and Subsistence Claim month Ending: July 2016 | Reg No.

Name: Cllr Rose Bishop | Directorate | C.C. Rating: 1400 | 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
17.06.16	Home to Wyre Forest House		5	Signing Documents						
20.06.16	Home to Bridgnorth		36	Mayor's Charity Event						
26.06.16	Home to Ludlow		50	Civic Service						
27.06.16	Home to Wyre Forest House		5	Signing Documents						
01.07.16	Home to Worcester		34	Worcester Cathedral - The Somme						
03.07.16	Home to Kidderminster		6	Mayors Civic Service						
07.07.16	Home to Kidderminster		4	Young Citizenship Awards						
16.07.16	Home to Kidderminster		6	Shrubbery Nursing Home fete						
17.07.16	Home to Evesham		58	Wychavon Civic Service						
18.07.16	Home to Kidderminster		6	Boys Brigade Presentation						
24.07.16	Home to Droitwich		11	Mayor's Charity Lunch						
27.07.16	Home to Wyre Forest House		5	Full Council					TOTAL £	£0.00
28.07.16	Home to Ludlow		52	Opening of Ludlow Museum at the Buttercross						
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	278	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
Sept 16
Salaries

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.

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.

278	**miles at 40p**	111.20
0	**miles at 5p**	0.00
	TOTAL £	£111.20

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	111.20
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£111.20**

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.