				WYRE FOREST DISTRICT COUNCIL					Reg No		
Payroll Number		Travelling and Subsistence Claim month Ending			August 2016				Make & Model for Car		
Name	Cllr S J Williams		Directorate		C.C. Rating	1500			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
07.07.16	Home to Wyre Forest House		15	Overview and Scrutiny						
14.07.16	Home to Wyre Forest House		15	Members Forum						
19.07.16	Home to Wyre Forest House		15	Planning Committee						
21.07.16	Home to Wyre Forest House		15	Section 106 Review Panel						
27.07.16	Home to Wyre Forest House		15	Full Council						
28.07.16	Home to Wyre Forest House		15	Local Plans Review Panel						
16.08.16	Home to Wyre Forest House		15	Planning Committee						
25.08.16	Home to Wyre Forest House		15	Section 106 Review Panel						
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent From	To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	120	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

SEPT 16
SALARIES

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.

120	**miles at 40p**	48.00
0	**miles at 5p**	0.00
	TOTAL £	£48.00

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	48.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£48.00**

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.