WYRE FOREST DISTRICT COUNCIL

Payroll Number	Travelling and Subsistence Claim m[illegible] Ending	November	13 -	Reg No.	VN09 SNV
Name	Cllr Nigel Knowles	Directorate	C.C. Rating 1100	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
01.11.16	Home to WFH		10	Chief Officers Appraisal						
02.11.16	Home to WFH		10	Treasury Panel						
14.11.16	Home to WFH		10	Financial Strategy						
21.11.16	Home to WFH		10	Meeting Chief Officer re Car Parks						
28.11.16	Home to WFH		10	Local Plans Advisory						
			0							
			0							
			0							
			0	SAN 17 SALARIES.						
			0							
			0							
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
		TOTAL	50	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

WYRE FOREST DISTRICT COUNCIL
09 JAN 2017

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.

50	**miles at 40p**	20.00
0	**miles at 5p**	0.00
	TOTAL £	£20.00

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	20.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£20.00**

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.