

Payroll Number	WYRE FOREST DISTRICT COUNCIL		Reg No.		
Name	Cllr Rose Bishop		Make & Model for Car		
Directorate	Travelling and Subsistence Claim m.	Ending	November 2016		
		C.C. Rating	1400		
			If car changed since previous claim state date		
Date	Details of Journey		Additional People Carried	Subsistence and other expenses	
	Description	Miles		Qty	Miles
	From	To		From	To
06.11.16	Home to Worcester	34			
11.11.16	Home to Kidderminster	8			
01.11.16	Home to WFH	5			
02.11.16	Home to WFH	5			
03.11.16	Home to WFH	5			
12.11.16	Home to Kidderminster	10			
13.11.16	Home to Kidderminster	6			
14.11.16	WFH to Home	0			
15.11.16	Home to WFH	5			
18.11.16	Home to WFH	5			
18.11.16	Home to Kidderminster	6			
18.11.16	Home to Kidderminster	4			
19.11.16	Home to Kidderminster	4			
20.11.16	Home to Kidderminster	6			
22.11.16	Home to Evesham	62			
24.11.16	Home to Worcester	34			
24.11.16	Home to Kidderminster	4			
25.11.16	Home to Stourport	10			
26.11.16	Home to Bewdley	12			
14.11.16	Home to WFH	2			
	TOTAL	227			
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.					
			Office Only - Totals for each Expenditure Code		
			Item	Code	£ P
			Mileage	37010	90.80
			Train/Bus/Taxi	35010	7.90
			Subsistence	47010	0.00
			PAYABLE		£98.70
<p>The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.</p> <p>Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to "Wyre Forest Payroll"</p>					
Approved (Authorised Signatory)			Louisa Bright		
Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.					