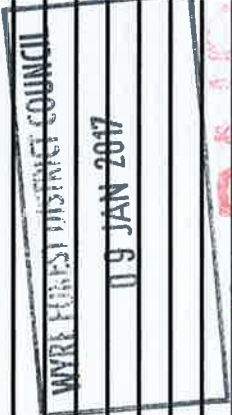




Payroll Number	WYRE FOREST DISTRICT COUNCIL		Reg No.
Name	Cllr Rose Bishop		Make & Model for Car
	Travelling and Subsistence Claim ref: Ending 1400		If car changed since previous claim state date
	Directorate		C.C. Rating

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)	Additional People Carried		Subsistence and other expenses																																																																																															
	From	To			Qty	Miles	Time Absent	From	To	Amount																																																																																												
20.10.16	Home to Foley Grove	>	8	No Barriers Awards																																																																																																		
23.10.16	Home to Leominster	>	60	Mayor of Leominster Civic Service																																																																																																		
27.10.16	Home to Silverwoods	>	8	Official Opening of Wyre Forest Leisure Centre																																																																																																		
28.10.16	Home to Worcester	>	34	Mayor of Worcester Family Fun Day																																																																																																		
28.10.16	Home to Evesham	>	28	Black Pear Tree awards																																																																																																		
29.10.16	Home to Stourport	>	10	Comerstone Church																																																																																																		
29.10.16	Home to Kidderminster	>	4	Kidderminster Male Choir																																																																																																		
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TOTAL			152	TOTAL with additional Passengers																																																																																																		
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.					152 miles at 40p		60.80	Item	Code		£ p																																																																																											
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.					0 miles at 5p		0.00	Mileage	37010		60.80																																																																																											
					TOTAL £		£60.80	Train/Bus/Taxi	35010		0.00																																																																																											
								Subsistence	47010		0.00																																																																																											
							PAYABLE				£60.80																																																																																											
Receipts must be kept for evidence																																																																																																						
<table border="0"> <thead> <tr> <th colspan="2">Time Absent</th> <th>Subsistence, Breakfast, Lunch Etc</th> <th>Amount</th> </tr> <tr> <th>From</th> <th>To</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2"></td> <td>TOTAL £</td> <td>£0.00</td> </tr> </tbody> </table>											Time Absent		Subsistence, Breakfast, Lunch Etc	Amount	From	To																																																																																					TOTAL £	£0.00
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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"

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.