WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] | Travelling and Subsistence Claim month Ending December 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
02.12.16	Home to Hartlebury		10	De Beers Light Switch On]						
02.12.16	Home to Kidderminster		4	Mayor of Kidderminsters Quiz Night						
03.12.16	Home to Pershore		50	Pershore Carol Service						
06.12.16	Home to WFH		3	Legal Documents						
06.12.16	WFH to Home		0	Legal Documents					Taxi Fare	£8.40
09.12.16	Home to WFH		5	Inter School Debate						
09.12.16	Home to St Marys		4	Chairmans Carol Service						
10.12.16	Home to Town Hall		4	Kidderminster Male Voice Choir Concert						
11.12.16	Home to Stourport		10	Mayor of Stourports Pre Christmas Dinner						
12.12.16	Home to Worcester		40	County Carol Service						
14.12.16	Home to WFH		5	Legal Documents						
16.12.16	Home to Pershore		30	Wychavon Carol Service					TOTAL £	£8.40
17.12.16	Home to Kidderminster		4	Kidderminster Choral Society Concert			Receipts must be kept for evidence			
18.12.16	Home to Malvern		50	Chairmans Carol Service			Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
21.12.16	Home to Worcester		34	Worcester Evening News Carol Service						
22.12.16	Home to WFH		5	Legal Documents						
			0							
			0							
			0							
			0							
		TOTAL	258	TOTAL with additional Passengers		0			TOTAL £	£0.00

WYRE [illegible] COUNCIL
6 FEB 2017

PAID
Feb 17 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.

258	miles at 40p	103.20
0	miles at 5p	0.00
	TOTAL £	£103.20

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	103.20
Train/Bus/Taxi	35010	8.40
Subsistence	47010	0.00
PAYABLE		**£111.60**

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.