

Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.			
Name		Travelling and Subsistence Claim month Ending		2016		Make & Model for Car	
Cair M J Hart		Directorate		C.C. Rating		If car changed since previous claim state date	
		3000					

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	
	Description	To			Qty	Miles	Time Absent	Rail fare, Bus Fare, Taxi Fare, Parking Fee
	From	To			From	To		
03.08.16	Home to Stourport		14	Corporate Roadshow, Lickhill Play Day				
10.08.16	Home to WFH		10	Cabinet				
01.09.16	Home to WFH		10	Cabinet/CLT				
13.09.16	Home to WFH		10	Cabinet				
20.09.16	Home to WFH		10	Planning				
21.09.16	Home to WFH		10	Cabinet/CLT				
04.10.16	Home to WFH		10	Cabinet				
06.10.16	Home to Birmingham		40	GBSLEP				
13.10.16	Home to WFH		10	Members Forum				£4.00
18.10.16	Home to WFH		10	Planning				
20.10.16	Home to WFH		10	Cabinet - Local Plans				
26.10.16	Home to Bewdley		12	Cabinet/CLT Away Day		26.10.16	Car Parking	£5.00
07.09.16	Home to WFH		10	Meeting with Officers re Drakelow Lane			TOTAL £	£9.00
04.10.16	Home to Green Street		10	Meeting with Linda Draycott				
27.10.16	Home to WFH		10	Briefings and Leisure Centre Opening				
			0					
			0					
			0					
			0					
			0					
			0					
			186	TOTAL with additional Passengers			TOTAL £	£0.00

Office Only - Totals for each Expenditure Code		Code	£	P
Mileage	186 miles at 40p	37010	74.40	
Train/Bus/Taxi	0 miles at 5p	35010	0.00	
Subsistence	TOTAL £	47010	£74.40	
			9.00	
			0.00	
PAYABLE			£83.40	

WYRE FOREST DISTRICT COUNCIL

0 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.

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.	

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"