WYRE FOREST DISTRICT COUNCIL

Payroll Number | **Travelling and Subsistence Claim month Ending** February 2017 | 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
03.02.17	Home to Worcester		34	Home with the Bishop						
05.02.17	Home to Kidderminster		6	Queen's Service at Holy Innocents						
06.02.17	Home to Finepoint		2	Signing legal documents						
06.02.17	Finepoint to home		0	Signing legal documents					Taxi Fare	£7.90
08.02.17	Home to finepoint		2	Signing legal documents						
08.02.17	Finepoint to home		0	Signing legal documents					Taxi Fare	£7.90
09.02.17	Home to Finepoint		2	Pre Council Meeting						
09.02.17	Finepoint to home		0	Pre Council Meeting					Taxi Fare	£8.00
10.02.17	Home to Finepoint		5	Signing legal documents						
16.02.17	Home to Finepoint		0	Parish Chairmen Meeting					Taxi Fare	£8.60
17.02.17	Home to Kidderminster		5	Kidderminster Mayors Ball						
17.02.17	Home to Kidderminster		5	Photo shoot					TOTAL £	£32.40
			0				Receipts must be kept for evidence			
			0				Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
			0				From	To		
			0							
			0							
			0							
			0							
			0							
		TOTAL	61	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

APRIL 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.

61	**miles at 40p**	24.40
0	**miles at 5p**	0.00
	TOTAL £	£24.40

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	24.40
Train/Bus/Taxi	35010	32.40
Subsistence	47010	0.00
PAYABLE		**£56.80**

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.