

Payroll Number	WYRE FOREST DISTRICT COUNCIL		Reg No.	
Name	Cllr S J Clee		Make & Model for Car	
Directorate	Travelling and Subsistence Claim month Ending		If car changed since previous claim state date	
	March 2017		1900	
	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		Amount		
	Description	From			To	Qty	Miles	Time Absent		Rail fare, Bus Fare, Taxi Fare, Parking Fee	
								From			To
27.07.16	Home to WFH			12	Full Council						
16.08.16	Home to WFH			12	Planning Committee						
06.09.16	Home to Bewdley			4	Meeting Peter Bassett						
13.09.16	Home to Bewdley			4	Air Quality Meeting						
20.09.16	Home to WFH			12	Planning Committee						
27.09.16	Home to Bewdley			4	Bewdley Museum Management						
18.10.16	Home to WFH			12	Planning Committee						
15.11.16	Home to WFH			12	Planning Committee						
13.12.16	Home to WFH			12	Planning Committee						
09.01.17	Home to Bewdley			4	Meeting Peter Bassett				£1.00		
31.01.17	Home to Bewdley			4	Bewdley Museum Management				£1.60		
06.02.17	Home to Green Street			12	Meeting Steve Brant						
21.02.17	Home to WFH			12	Planning Committee						
22.02.17	Home to WFH			12	Full Council						
06.03.17	Home to Worcester			46	Visit EnviroSort Site						
08.03.17	Home to Bewdley			4	Meeting Peter Bassett						
				0							
				0							
				0							
				0							
				0							
				178	TOTAL with additional Passengers				£0.00		
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.											
				178	miles at 40p				71.20		
				0	miles at 5p				0.00		
					TOTAL £				£71.20		
Office Only - Totals for each Expenditure Code											
					Item		Code		£ P		
					Mileage		37010		71.20		
					Train/Bus/Taxi		35010		2.60		
					Subsistence		47010		0.00		
					PAYABLE				£73.80		

PAID

APRIL 17 SALARIES

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.