WYRE FOREST DISTRICT COUNCIL

Payroll Number | Travelling and Subsistence Claim mc | Ending | January 2017 | 4 | 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	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	Miles	Subsistence and other expenses: Time Absent From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
03.01.17	Home to WFH		3	Signing legal documents						
03.01.17	WFH to home		0						Taxi	£8.00
05.01.17	Home to WFH		5	Signing legal documents						
07.01.17	Home to Kidderminster		6	Bell Fest						
10.01.17	Home to WFH		5	Signing legal documents						
13.01.17	Home to Stourport		10	Stourport Choral Society						
16.01.17	Home to WFH		0	Signing legal documents					Taxi	£7.90
19.01.17	Home to Droitwich		22	Mayor of Droitwich Pantomime						
21.01.17	Home to Stourport then Bridgnorth		46	Stourport Boat Launch and Bridgnorth Mayor's Ball						
23.01.17	Home to Kidderminster		5	Wyre Forest Sports Awards						
24.01.17	Home to WFH		0	Signing legal documents					Taxi	£8.00
24.01.17	Home to Worcester		35	Launch of Behind the Badge Campaign					TOTAL £	£23.90
26.01.17	Home to Kidderminster		5	Nightstop AGM			Receipts must be kept for evidence			
28.01.17	home to Kidderminster Youth House		5	Youth House			Time Absent From	To	Subsistence, Breakfast, Lunch Etc	Amount
29.01.17	Home to Kidderminster		5	Holocaust Memorial						
29.01.17	Home to Leominster		60	Civic Service						
			0							
			0							
			0							
			0							
		TOTAL	212	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
MARCH 17
SALARIES

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	212	miles at 40p	84.80
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.	0	miles at 5p	0.00
		TOTAL £	£84.80

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.

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	84.80
Train/Bus/Taxi	35010	23.90
Subsistence	47010	0.00
PAYABLE DB		**£108.70**

Approved (Authorised Signatory) | L Cadwallader

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.