**WYRE FOREST DISTRICT COUNCIL**

Payroll Number | **Travelling and Subsistence Claim month Ending** March 2017 | Reg No.

Name: Cllr Nigel Knowles | Directorate | C.C. Rating: 1100 | 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 09.01.17 | Home to WFH | | 10 | Local Plans Review Panel | | | | | | |
| 12.01.17 | Home to WFH | | 10 | Members Forum | | | | | | |
| 24.01.17 | Home to WFH | | 10 | Meeting with Leader of the Council re budget | | | | | | |
| 27.01.17 | Home to wFH | | 10 | Appointment & Appeals Committee | | | | | | |
| 01.02.17 | Home to WFH | | 10 | Treasury Training Session | | | | | | |
| 07.02.17 | Home to WFH | | 10 | Group Leaders | | | | | | |
| 13.02.17 | Home to WFH | | 10 | Local Plans Review Panel | | | | | | |
| 22.02.17 | Home to WFH | | 10 | Full Council | | | | | | |
| 23.02.17 | Home to WFH | | 10 | Meeting Ian Miller with Staffing Issues | | | | | | |
| 07.03.17 | Home to WFH | | 10 | Peer Review | | | | | | |
| 09.03.17 | Home to WFH | | 10 | Members Forum | | | | | | |
| 13.03.17 | Home to WFH | | 10 | Local Plans Review Panel | | | | | TOTAL £ | £0.00 |
| 14.03.17 | Home to WFH | | 10 | Group Leaders | | | | | | |
| | | | | MAY 17 SALARIES | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | TOTAL | 130 | TOTAL with additional Passengers | | 0 | | | TOTAL £ | £0.00 |

PAID

Receipts must be kept for evidence

| Time Absent From | Time Absent To | Subsistence, Breakfast, Lunch Etc | Amount |
|---|---|---|---|
| | | | |

**Please do not add lines use a separate sheet if necessary**

| | | | |
|---|---|---|---|
| 130 | **miles at 40p** | 52.00 | |
| 0 | **miles at 5p** | 0.00 | |
| | TOTAL £ | £52.00 | |

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.

Office Only - Totals for each Expenditure Code

| Item | Code | £ p |
|---|---|---|
| Mileage | 37010 | 52.00 |
| Train/Bus/Taxi | 35010 | 0.00 |
| Subsistence | 47010 | 0.00 |
| **PAYABLE** | | **£52.00** |

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.