

Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.					
Name		Travelling and Subsistence Claim month Ending		May 2017		2014			
Clr M J Hart		Directorate		C.C. Rating		3000			
		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			
Date	Details of Journey		Miles	City	Miles	Time Absent		Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
	From	To				From	To		
09.05.17	Home to WFH		10						
10.05.17	Home to WFH		10						
11.05.17	Home to Churchill		10						
16.05.17	Home to Stourport Riverside		10						
16.05.17	Home to WFH		10						
17.05.17	Home to WFH		10						
23.05.17	Home to WFH		10						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			70					TOTAL £	£0.00
TOTAL			70	TOTAL with additional Passengers	0			TOTAL £	£0.00
Please do not add lines use a separate sheet if necessary									
I submit this form electronically to my authorised officer and confirm:		70 miles at 40p		28.00		Code		£ p	
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		Mileage		37010	
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.		TOTAL £		£28.00		Train/Bus/Taxi		35010	
						Subsistence		47010	
						PAYABLE		£28.00	
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.									

WYRE FOREST DISTRICT COUNCIL
- 4 AUG 2017

PAYED

0 AUGUST 17 SALARIES