WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] **Travelling and Subsistence Claim month Ending** July 2017

Name Cllr Ken Henderson Directorate C.C. Rating 1400

Reg No. [redacted]

Make & Model for Car [redacted] V

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
10.05.17	Home to WFH		8	Full Council						
18.05.17	Home to WFH		8	Audit Training						
31.05.17	Home to WFH		8	Audit Committee						
01.06.17	Home to WFH		8	Overview & Scutiny						
30.06.17	Home to WFH		8	Meeting with John Baggott						
06.07.17	Home to WFH		8	Overview & Scutiny						
04.07.17	Home to Green Street		12	Meeting with Mark Brown						
13.07.17	Home to WFH		8	Members Forum						
26.07.17	Home to WFH		8	Full Council						
31.07.17	Home to WFH		8	Audit Committee						
			0							
									TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0	AUGUST 17 SALARIES			Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
		TOTAL	84	TOTAL with additional Passengers		0			TOTAL £	£0.00

WYRE FOREST DISTRICT COUNCIL
- 4 AUG 2017

PAID

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.

84	miles at 40p	33.60
0	miles at 5p	0.00
	TOTAL £	£33.60

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	33.60
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£33.60**

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.