

Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.	
Name	Travelling and Subsistence Claim month Ending	June	2017	Make & Model for Car	
Councillor Stephen Williams	Directorate	C.C. Rating	1500	if car changed since previous claim state date	

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	
	From	To			Qty	Miles	Time Absent From To	Rail fare, Bus Fare, Taxi Fare, Parking Fee
10.05.17	Chaddesley to WFH		13	Full Council				
11.05.17	Chaddesley to Churchhill		10	Site visit (Planning)				
16.05.17	Chaddesley to WFH		13	Planning				
22.05.17	Chaddesley to WFH		13	Local Plans Review Panel				
01.06.17	Chaddesley to WFH		13	Overview and Scrutiny				
13.06.17	Chaddesley to WFH		13	Planning Training				
14.06.17	Chaddesley to Bewdley		16	Cabinet Away Day				
20.06.17	Chaddesley to WFH		13	Planning				
21.06.17	Chaddesley to WFH		13	Local Plans Preferred Options				
29.06.17	Chaddesley to WFH		13	Media Training				
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
			0					
TOTAL			130	TOTAL with additional Passengers	0		TOTAL £	£0.00

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code			
Item	Code	£	p
Mileage	37010	52.00	0
Train/Bus/Taxi	35010	0.00	0
Subsistence	47010	0.00	0
PAYABLE		£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.

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.