WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] **Travelling and Subsistence Claim month Ending** January 2018

Reg No. [redacted]

Make & Model for Car [redacted]

Name Cllr Stephen Williams Directorate C.C. Rating 1500

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 Passengers who are Wyre Forest District Council Employees)	Additional People Carried – Qty	Additional People Carried – Miles
03/01/2018	Home to WFH		13	Planning Training		
15/01/2018	Home to WFH		13	Local Plans Review Panel		
16/01/2018	Home to WFH		13	Planning Committee		
29/01/2018	Home to WFH		13	Treasury Management		
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
	TOTAL		52	TOTAL with additional Passengers		0

PAID

FEB 18 SALARIES

Subsistence and other expenses

Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
		TOTAL £	£0.00

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
		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:

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.

52	**miles at 40p**	20.80
0	**miles at 5p**	0.00
	TOTAL £	£20.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	20.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£20.80**

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.

QB