

Payroll Number	WYRE FOREST DISTRICT COUNCIL			MEM	Reg No.
Name	Travelling and Subsistence Claim month Ending		February 2014	MEM	Make & Model for Car
	Directorate	C.C. Rating	1948		If car changed since previous claim state date
	Cllr Fran Oborski				

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		Amount	
	From	To		Qty	Miles		Time Absent From	To		Rail fare, Bus Fare, Taxi Fare, Parking Fee
15.01.14	Home to Worcester		40		Civic Reception Mayor of Worcester with Cllr M Price	1	40			
01.02.14	Home to Stourport		14		Monday Night Group Pantomime with Cllr M Price	1	14			£4.00
04.02.14	Home to Kidderminster		4		King Charles School Production with Cllr M Price	1	3			
07.02.14	Home to Kidderminster		5		Mayor of Kidderminster Ball with Cllr M Price	1	3			
14.02.14	Home to Kidderminster		4		Breakfast launch at Academy					
14.02.14	Home to Bewdley		10		Disability confident day Safari Park					
14.02.14	Home to Evesham		70		Evesham Valentines Dinner with Cllr M Price	1	70			
16.02.14	Home to Worcester		40		ABF Curry Lunch with Cllr T Ingham	1	40			£4.00
17.02.14	Home to Stourport		15		Memorial Service for Mrs Mills with Cllr M Price	1	15			
21.02.14	Home to Pershore		60		Mayor of Pershore Readathon					
			0							
			0							
			0							
			0							
			0							
			0							
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			0							
			0							
			0							
			0							
TOTAL			262		TOTAL with additional Passengers		185			£8.00

PAID

Sept 14
Salaries

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.

Office Only - Totals for each Expenditure Code	Item	Code	£ p
	Mileage	37010	114.05
	Train/Bus/Taxi	35010	8.00
	Subsistence	47010	0.00
PAYABLE			#####

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.