WYRE FOREST DISTRICT COUNCIL — MEM

Payroll Number [redacted] — Travelling and Subsistence Claim month Ending August 2014 — 2014

Name Cllr Cliff Brewer — Directorate — C.C. Rating 1994

Reg No. [redacted]

Make & Model for Car [redacted]

If car changed since previous claim state date 14.08.14

Date	Details of Journey: Description From	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
08.07.14	Stourport to Kidderminster		6	Planning Meeting						
17.07.14	Stourport to Kidderminster		6	Members Forum						
30.07.14	Stourport to Kidderminster		6	Full Council Meeting						
12.08.14	Stourport to Kidderminster		6	Planning Meeting						
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
		TOTAL	24	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

Sept-14

Salaries

Please do not add lines use a separate sheet if necessary

24	**miles at 40p**	9.60	
0	**miles at 5p**	0.00	
	TOTAL £	£9.60	

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	9.60
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£9.60**

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.