WYRE FOREST DISTRICT COUNCIL — mem

Payroll Number	[redacted]	Travelling and Subsistence Claim month Ending	30th September 2014	2014	Reg No. [redacted]
Name	S Williams	Directorate	C.C. Rating 1600		Make & Model for Car [redacted]
					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 Passenagers who are Wyre Forest District Council Employees)	Additional People Carried Qty	Miles	Subsistence and other expenses – Time Absent From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
04.09.14	Home to Wyre Forest House		12	Meeting Colin Williams						
06.09.14	Home to Stourport on Severn		12	Stourport Carnival						
14.09.14	Home to Hartlebury		10	Licensing of New Vicar						
19.09.14	Home to Wyre Forest House		12	Opening of Tenders						
21.09.14	Home to Bromsgrove		12	Civic Service						
23.09.14	Home to Kidderminster		10	Opening of Brirish Heart Foundation Shop					Car Parking	£1.40
24.09.14	Home to Wyre Forest House		12	Full Council						
25.09.14	Home to Wyre Forest House		12	McMillan Coffee Morning						
28.09.14	Home to Kidderminster		10	Civic Service at St Mary's						
28.09.14	Home to Stone		5	Dinner with Husum Visitors						
23.09.14	Home to Stourport on Severn		14	Tesco Pre Opening						
			0						TOTAL £	£1.40
			0				Receipts must be kept for evidence			
			0				Time Absent From	To	Subsistence, Breakfast, Lunch Etc	Amount
			0	PAID						
			0							
			0	OCT 14						
			0							
			0							
			0							
		TOTAL	121	TOTAL with additional Passengers		0			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.

121	**miles at 40p**	48.40
0	**miles at 5p**	0.00
	TOTAL £	£48.40

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	48.40
Train/Bus/Taxi	35010	1.40
Subsistence	47010	0.00
PAYABLE		**£49.80**

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.