WYRE FOREST DISTRICT COUNCIL — MEM

Payroll Number | Travelling and Subsistence Claim month Ending: October 2014

Name: Cllr Stephen Williams | Directorate | C.C. Rating: 1600

Reg No. | Make & Model for Car | 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 01.10.14 | Home to Kidderminster | | 12 | Thomas Vale House Inspections | | | | | | |
| 04.10.14 | Home to Kidderminster | | 10 | Talking Newspapers | | | | | | |
| 05.10.14 | Home to Droitwich | | 23 | Civic Service | | | | | | |
| 05.10.14 | Home to Worcester | | 35 | Harvest Festival Cathedral | | | | | Car parking | £2.40 |
| 09.10.14 | Home to Wyre Forest House | | 12 | Signing | | | | | | |
| 10.10.14 | Home to Worcester | | 35 | People's Banquet | | | | | Car Parking | £1.00 |
| 12.10.14 | Home to Kidderminster | | 10 | Mayors Sunday | | | | | Car Parking | £2.50 |
| 15.10.14 | Home to Wyre Forest House | | 12 | Staff Meet up | | | | | | |
| 19.10.14 | Home to Kidderminster | | 10 | Judo Awards | | | | | Car Parking | £4.90 |
| 20.10.14 | Home to Kidderminster | | 10 | "Oliver" Rose Theatre | | | | | | |
| 24.10.14 | Home to Worcester | | 33 | Citizenship Ceremony | | | | | | |
| 24.10.14 | Home to WFCH | | 12 | No Barriers Awards | | | | | TOTAL £ | £10.80 |
| 25.10.14 | Home to Kidderminster | | 10 | "Your Music" at Town Hall | | | Receipts must be kept for evidence | | | |
| | | | 0 | | | | Time Absent From | To | Subsistence, Breakfast, Lunch Etc | Amount |
| | | | 0 | PAID | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | November 2014 | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | TOTAL | 224 | 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: | 224 | **miles at 40p** | 89.60 |
| 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. | 0 | **miles at 5p** | 0.00 |
| | | **TOTAL £** | £89.60 |

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 | 89.60 |
| Train/Bus/Taxi | 35010 | 10.80 |
| Subsistence | 47010 | 0.00 |
| **PAYABLE** | | ###### |

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.