

Payroll Number	Travelling and Subsistence Claim month Ending		WYRE FOREST DISTRICT COUNCIL		MEM	Reg No.	Vauxhall Ensignia	
Name	Directorate	C.C. Rating	1995	October	2014	If car changed since previous claim state date		
Details of Journey			Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)		Subsistence and other expenses		
Date	Description					Time Absent		Amount
	From	To				From	To	
06.10.14	Home to Blakedown	>	8	8	Planning Site Visit (R Lloyd)	Qty	Miles	
06.10.14	Blakedown to Stourport	>	8	8	Planning Site Visit (R Lloyd)	1	8	
14.10.14	Stourport to Kidderminster	>	6	6	Group Leaders and Planning	1	8	
16.10.14	Stourport to Kidderminster	>	6	6	IT Demo and Members Forum			
20.10.14	Stourport to Kidderminster	>	6	6	Parking Enforcement Committee			
		>	0	0				
		>	0	0				
		>	0	0				
		>	0	0				
		>	0	0				
		>	0	0				
		>	0	0				
		>	0	0				
		>	0	0				
		>	0	0				
TOTAL			34	34	TOTAL with additional Passengers		16	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.			34 miles at 40p	13.60	Mileage	Code	37010	14.40
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.			16 miles at 5p	0.80	Train/Bus/Taxi	Code	35010	0.00
			TOTAL £	£14.40	Subsistence	Code	47010	0.00
PAYABLE								£14.40
Office Only - Totals for each Expenditure Code								
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.								

PAID

November 2014