WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] | **Travelling and Subsistence Claim month Ending** December 2013 | **2013**

Name: Cliff Brewer | Directorate: | C.C. Rating: 1700

Reg No. [redacted]

Make & Model for Car [redacted]

If car changed since previous claim state date

Date	Details of Journey – Description From	Details of Journey – 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
05.12.13	Home to Wyre Forest House		6	Silverwoods Visit		
05.12.13	Home to Wyre Forest House		6	Overview & Scrutiny		
09.12.13	Home to Wyre Forest House		6	Licensing & Environmental		
10.12.13	Home to Wyre Forest House		6	Planning		
19.12.13	Home to Wyre Forest House		6	Overview & Scrutiny		
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
			0			
		TOTAL	30	TOTAL with additional Passengers		0

PAID Jan 2014

Please do not add lines use a separate sheet if necessary

Subsistence and other expenses – Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
		TOTAL £	£0.00

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
		TOTAL £	£0.00

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.

30	miles at 40 p	12.00
0	miles at 5 p	0.00
	TOTAL £	£12.00

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	12.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£12.00**

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.

WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] | **Travelling and Subsistence Claim month Ending** November 2013 | 2013 | Reg No. [redacted]

Name Cllr Cliff Brewer | Directorate | C.C. Rating 1700 | 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
07.11.13	Stourport to Kidderminster		6	Overview and Scrutiny						
12.11.13	Stourport to Kidderminster		6	Planning Meeting						
14.11.13	Stourport to Kidderminster		6	Members Forum						
21.11.13	Stourport to Kidderminster		6	Parking Enforcement Panel						
27.11.13	Stourport to Kidderminster		6	Council Meeting						
			0							
			0							
			0							
			0							
			0	PAID						
			0							
			0	Jan 2014						
			0						TOTAL £	£0.00
		TOTAL	30	TOTAL with additional Passengers		0			TOTAL £	£0.00

Receipts must be kept for evidence

Time Absent From	To	Subsistence, Breakfast, Lunch Etc	Amount

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