WYRE FOREST DISTRICT COUNCIL

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

Name: Pauline Hayward | Directorate | C.C. Rating | Make & Model for Car | If car changed since previous claim state date

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
08.08.13	Home to Wyre Forest House		18	Licensing						
04.09.13	Home to Wyre Forest House		18	Strategic Review						
11.09.13	Home to Wyre Forest House		18	Strategic Review						
25.09.13	Home to Wyre Forest House		18	Full Council						
02.10.13	Home to Wyre Forest House		18	Strategic Review						
16.10.13	Home to Wyre Forest House		18	Member Staff Meet Up						
24.10.13	Home to Wyre Forest House		18	Scrutiny Briefing - Fire Authority						
14.10.13	Home to Wyre Forest House		18	IT						
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	144	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID Jan 14

Please do not add lines use a separate sheet if necessary

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount

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.

144	miles at 40 p	57.60
0	miles at 5 p	0.00
	TOTAL £	£57.60

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	57.60
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£57.60**

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.

WYRE FOREST DISTRICT COUNCIL

Payroll Number | **Travelling and Subsistence Claim month Ending** November 2013 | **2013**

Name: Pauline Hayward | Directorate | C.C. Rating

Reg No. | Make & Model for Car | 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	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
18.02.13	Home to Wyre Forest House		18	Licensing						
21.02.13	Home to Wyre Forest House		18	Overview & Scrutiny						
27.02.13	Home to Wyre Forest House		18	Council						
07.03.13	Home to Wyre Forest House		18	State of the Area Debate						
13.03.13	Home to Wyre Forest House		18	Special Council						
14.03.13	Home to Wyre Forest House		18	Overview & Scrutiny						
20.03.13	Home to Wyre Forest House		18	No Surprises Review Panel						
03.04.13	Home to Wyre Forest House		18	Members Forum						
04.04.13	Home to Wyre Forest House		18	Overview & Scrutiny						
22.04.13	Home to Wyre Forest House		18	Licensing						
29.04.13	Home to Wyre Forest House		18	Overview & Scrutiny						
09.05.13	Home to Wyre Forest House		18	No Surprises Review Panel					**TOTAL £**	£0.00
15.05.13	Home to Wyre Forest House		18	Council			Receipts must be kept for evidence			
03.06.13	Home to Wyre Forest House		18	Members Forum			Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
17.06.13	Home to Wyre Forest House		18	Licensing						
18.06.13	Home to Wyre Forest House		18	Strategic Review						
10.07.13	Home to Wyre Forest House		18	Strategic Review						
17.07.13	Home to Wyre Forest House		18	Members Forum						
24.07.13	Home to Wyre Forest House		18	Council						
31.07.13	Home to Wyre Forest House		18	Strategic Review						
		TOTAL	360	**TOTAL with additional Passengers**		0			**TOTAL £**	£0.00

PAID Jan 14

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.

360	**miles at 40 p**	144.00
0	**miles at 5 p**	0.00
	TOTAL £	£144.00

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	144.00
Train/Bus/Taxi	35010	0.00
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.