WYRE FOREST DISTRICT COUNCIL

Payroll Numb .: [redacted] | Travelling and Subsistence Claim month Ending | October | 2013

Name: Cllr Stephen Clee | Directorate: | C.C. Rating: 1900

Reg No. [redacted]

Make & Model for Car [redacted]

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	Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
10.07.13	Home to WF House		12	Strategic Review Panel						
24.07.13	Home to WF House		12	Full Council						
26.07.13	Home to WF House		12	Strategic Review Cemetery Visit						
29.07.13	Home to WF House		12	Strategic Review Panel						
31.07.13	Home to WF House		12	Strategic Review Committee						
13.08.13	Home to WF House		12	Strategic Review Panel						
22.08.13	Home to WF House		12	Boundary Review Working Group						
27.08.13	Home to WF House		12	Strategic Review Panel						
04.09.13	Home to WF House		12	Strategic Review Panel						
09.09.13	Home to WF House		12	Meeting Travey Southall and Alison Braithwaite						
12.09.13	Home to WF House		12	Strategic Review Committee						
18.09.13	Home to WF House		12	Strategic Review Panel					TOTAL £	£0.00
02.10.13	Home to WF House		12	Strategic Review Committee			Receipts must be kept for evidence			
09.10.13	Home to WF House		12	Strategic Review Committee						
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	168	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID £ £

November 2013

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

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.

168	miles at 40 p	67.20
0	miles at 5 p	0.00
	TOTAL £	£67.20

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	67.20
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£67.20**

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.