WYRE FOREST DISTRICT COUNCIL

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

Name Clrl Marcus Hart | Directorate | C.C. Rating 2 litre | 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	Additional People Carried Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
03.09.13	Home to WFH and Return		10	Meeting with Linda Collis, Steve Brant and the Leader						
03.09.13	Home to WFH and Return		10	Cab/CMT						
04.09.13	Home to WFH and Return		10	Group Leaders						
10.09.13	Home to WFH and Return		10	Pre Council Briefing						
12.09.13	Home to WFH and Return		10	Overview and Scrutiny Briefing						
19.09.13	Home to WFH and Return		10	Members Forum						
24.09.13	Home to WFH and Return		10	Meeting with Mike Parker and Tracey Southall						
25.09.13	Home to WFH and Return		10	Meeting with Linda Collis and Bewdley Town Council						
25.09.13	Home to WFH and Return		10	Full Council						
26.09.13	Home to WFH and Return		5	Away day with CMT and Cabinet					Parking	£4.30
26.09.13	Bewdley to Bromsgrove and return to ho	e	27	WRS						
			0						TOTAL £	£4.30
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	122	TOTAL with additional Passengers		0			TOTAL £	£0.00

Receipts must be kept for evidence

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

PAID OCT 13

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.

122	miles at 40 p	48.80
0	miles at 5 p	0.00
	TOTAL £	£48.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	48.80
Train/Bus/Taxi	35010	4.30
Subsistence	47010	0.00
PAYABLE		**£53.10**

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.