WYRE FOREST DISTRICT COUNCIL

										Reg No.	
Payroll Number		Travelling and Subsistence Claim month Ending		August		2013				Make & Model for Car	
Name	Marcus Hart		Directorate	Councillors	C.C. Rating	2 litre				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
13/08/2013	Home to WFH and return		10	Planning DC						
16/08/2013	Home to WFH and return		10	Meeting with Ian Miller as Deputy Leader						
20/08/2013	Home to Green Street and return		6	Meeting with Linda Collis						
20/08/2013	Home to WFH and return		10	Cab/CMT extra meeting						
21/08/2013	Home to Glades and return		6	Leisure Tour					Car Park	£1.00
27/08/2013	Home to WFH and return		10	Meeting with Caroline Newlands						
29/08/2013	Home to WFH and return		10	Meetings with Linda Collis, Mike Parker, Caroline Newlands						
			0						TOTAL £	£1.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	62	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID September 13

Receipts must be kept for evidence

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.

62	miles at 40 p	24.80
0	miles at 5 p	0.00
	TOTAL £	£24.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	24.80
Train/Bus/Taxi	35010	1.00
Subsistence	47010	0.00
PAYABLE		**£25.80**

Approved (Authorised Signatory)	A.R.Braithwaite	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

										Reg No.	
Payroll Number		Travelling and Subsistence Claim month Ending		July		2013				Make & Model for Car	E....
Name	Marcus Hart		Directorate	Councillors	C.C. Rating	2 litre				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
01/07/2013	Home to WFH and return		10	Cab/CMT						
02/07/2013	Home to Green St and return		6	Briefing with Linda Collis						
09/07/2013	Home to WFH and return		10	Planning DC						
16/07/2013	Home to WFH and return		10	Group Leaders						
17/07/2013	Home to WFH and return		10	Briefing with Linda Collis						
18/07/2013	Home to WFH and return		10	Lawrences Briefing and Members Forum						
23/07/2013	Home to WFH and return		10	Briefing with Linda Collis						
24/07/2013	Home to WFH and return		10	Full Council						
30/07/2013	Home to WFH and return		10	Briefing with CSN						
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0	September 13			Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	86	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

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.

86	miles at 40 p	34.40
0	miles at 5 p	0.00
	TOTAL £	£34.40

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	34.40
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£34.40**

Approved (Authorised Signatory) A.R.Braithwaite

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"

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