WYRE FOREST DISTRICT COUNCIL

Payroll Number

Travelling and Subsistence Claim month Ending September 2013 2013

Name: Tracey Onslow

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
02.09.13			0	Treasury Management Training - 2.00pm						
			0	Treasury Management Meeting - 4.00pm						
			0	Claim for Childcare - 1.30pm - 5.30pm						£16.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£16.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	0	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.

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

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	0.00
Train/Bus/Taxi	35010	16.00
Subsistence	47010	0.00
PAYABLE		**£16.00**

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.