

Payroll Number	WYRE FOREST DISTRICT COUNCIL	Reg No.	2013
Name	Marcus Hart	Make & Model for Car	
	Directorate	C.C. Rating	
	Councillors	2 litre	
	Travelling and Subsistence Claim month Ending	May	

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)	Additional People Carried		Subsistence and other expenses		
	From	To			Qty	Miles	Time Absent From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee
07/05/2013	Home to WFH and return		10	Group Leaders and briefing with Linda Collis					
07/05/2013	Home to WFH and return		10	Pre-meeting for Full council					
08/05/2013	Home to WFH and return		10	Boundary Review meetings					
14/05/2013	Home to WFH and return		10	Depot Staff Briefing and Planning DC					
15/05/2013	Home to WFH and return		10	Cabinet/CMT, Full Council					
17/05/2013	Home to WFH and return		10	Briefing with Linda Collis and Joe Scully					
21/05/2013	Home to WFH and return		10	Briefing with Joe Scully and Jane Alexander					
22/05/2103	Home to WFH and return		10	Meeting with Constituent					
28/05/2013	Home to WFH and return		10	Cabinet/CMT					
29/05/2013	Home to Rock and return		20	Planning DC - site visit					
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			<b>TOTAL</b>	<b>110</b>	<b>TOTAL with additional Passengers</b>	<b>0</b>		<b>TOTAL £</b>	<b>£0.00</b>

PAID

July 2013

Receipts must be kept for evidence

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code			
Item	Code	£	P
Mileage	37010	44.00	
Train/Bus/Taxi	35010	0.00	
Subsistence	47010	0.00	
<b>PAYABLE</b>		<b>£44.00</b>	

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.

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"

Approved (Authorised Signatory) **A.R. Braithwaite**

Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.

