WYRE FOREST DISTRICT COUNCIL

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

Name: Cllr Cliff Brewer | Directorate: Members | C.C. Rating: 1700 | Make & Model for Car [redacted]

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
03.04.13	Stourport to Wyre Forest House		12	Members Forum Meeting						
04.04.13	Stourport to Wyre Forest House		12	Overview and Scrutiny						
09.04.13	Stourport to Wyre Forest House		12	Planning Meeting						
15.04.13	Stourport to Wyre Forest House		12	Licensing Meeting						
29.04.13	Stourport to Wyre Forest House		12	Special Overview & Scrutiny						
14.05.13	Stourport to Wyre Forest House		12	Planning Meeting						
15.05.13	Stourport to Wyre Forest House		12	Full Council						
03.06.13	Stourport to Wyre Forest House		12	Members Forum Meeting						
06.06.13	Stourport to Wyre Forest House		12	Members Forum Meeting						
11.06.13	Stourport to Wyre Forest House		12	Planning Meeting						
12.06.13	Stourport to Wyre Forest House		12	Special Members Seminar (Financial Position)						
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	132	TOTAL with additional Passengers		0			TOTAL £	£0.00

£ £ PAID July 2013

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	132	miles at 40 p	52.80
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.	0	miles at 5 p	0.00
		TOTAL £	£52.80

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.

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	52.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£52.80**

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.