

Payroll Number	WYRE FOREST DISTRICT COUNCIL	Reg No.	
Name	Cllr S J Clee	Make & Model for Car	
	Directorate	If car changed since previous claim state date	
	Travelling and Subsistence Claim month Ending	2013	
	April 2013		
	C.C. Rating		

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		Amount
	From	To			Qty	Miles	Time Absent	From	
10.01.13	Home to Wyre Forest House		12	Legal Documents					
15.01.13	Home to Wyre Forest House		12	Legal Documents					
23.01.13	Home to Wyre Forest House		12	Parish Chairman Meeting					
27.01.13	Home to Kidderminster		12	Holocaust Memorial					
01.02.13	Home to Worcester		44	Bishop of Worcester Reception					
02.02.13	Home to Stourport		10	Monday Night Group Pantomime					
04.02.13	Home to Wyre Forest House		12	Tender opening					
08.02.13	Home to Worcester		44	Worcester Mayor's Concert					
09.02.13	Home to Kidderminster		12	Kidderminster Town Hall Concert					
14.02.13	Home to Evesham		66	Evesham Valentines Dinner					
15.02.13	Home to Kidderminster		12	Kidderminster Mayors Ball					
22.02.13	Home to Wyre Forest House		12	Opening of Tenders					
25.02.13	Home to Kidderminster		12	Collect Flowers for Honorary Alderman Mrs Mills					
25.02.13	Home to Stourport		10	Present Flowers to Honorary Alderman Mrs Mills					
26.02.13	Home to Wyre Forest House		12	Legal Documents					
27.02.13	Home to Wyre Forest House		12	Full Council					
28.02.13	Home to Wyre Forest House		12	Legal Documents					
01.03.13	Home to Kidderminster		12	Chairman's Charity Dinner					
03.03.13	Home to Oswestry		118	Shropshire Chairman's Service					
06.03.13	Home to Bewdley		4	Bewdley Museum Management					
	TOTAL		452	TOTAL with additional Passengers					£0.00

PAID

Receipts must be kept for evidence

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code		Code	Amount
Item			£ p
Mileage	452 miles at 40 p	37010	180.80
	0 miles at 5 p		0.00
	TOTAL £		£180.80
Train/Bus/Taxi		35010	0.00
Subsistence		47010	0.00
PAYABLE			#####

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.

