WYRE FOREST DISTRICT COUNCIL

Payroll Number	[redacted]	Travelling and Subsistence Claim month Ending		January 2013		2013				Reg No.	[redacted]
Name	Cllr Cliff Brewer	Directorate	Member		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
17.01.13	Home to Kidderminster		12	Members Forum						
21.01.13	Home to Worcester		36	County Hall - Parish Budget Presentation						
31.01.13	Home to Kidderminster		12	Treasury Management Training						
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	60	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID MAR 13

Please do not add lines use a separate sheet if necessary

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
		TOTAL £	£0.00

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.

60	miles at 40 p	24.00
0	miles at 5 p	0.00
	TOTAL £	£24.00

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	24.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£24.00**

Approved (Authorised Signatory)	P H Williams	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.