					WYRE FOREST DISTRICT COUNCIL						Reg No.			
Payroll Number		Travelling and Subsistence Claim month Ending			January		2013				Make & Model for Car			
Name	Marcus Hart		Directorate	Councillors		C.C. Rating	2 litre				If car changed since previous claim state date			

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyre Forest District Council Employees)	Additional People Carried		Subsistence and other expenses			
	Description						Time Absent		Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
	From	To			Qty	Miles	From	To		
07.01.13	Home Wyre Forest House		6	Cab/CMT Meeting						
08.01.13	Home Wyre Forest House		6	Planning DC						
10.01.13	Home Wyre Forest House		6	Group Leaders Meeting						
10.01.13	Home Wyre Forest House		6	Budget Review Group Meeting						
14.01.13	Home Wyre Forest House		6	Wyre Forest Matters Meeting						
15.01.13	Home Wyre Forest House		6	Briefing with Linda Collis/Susan Winmill						
17.01.13	Home Wyre Forest House		6	Budget Review Group Meeting						
22.01.13	Home Wyre Forest House		6	Cabinet						
25.01.13	Home to Birmingham		40	West Midlands Councils Meeting (Subbing for Leader)					Car Park	£2.80
29.01.13	Home to Wyre Forest House		6	Briefing with Mike Parker and Peter Michael						
30.01.13	Home to Wyre Forest House		6	Briefing with Linda Collis						
			0						TOTAL £	£2.80
			0	PAID Feb 13			Receipts must be kept for evidence			
			0				Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
			0				From	To		
			0							
			0							
			0							
			0							
			0							
		TOTAL	100	TOTAL with additional Passengers		0			TOTAL £	£0.00

Please do not add lines use a separate sheet if necessary

				Office Only - Totals for each Expenditure Code		
I submit this form electronically to my authorised officer and confirm:	100	miles at 40 p	40.00	Item	Code	£ p
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	Mileage	37010	40.00
		TOTAL £	£40.00	Train/Bus/Taxi	35010	2.80
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.				Subsistence	47010	0.00
				PAYABLE		**£42.80**

Approved (Authorised Signatory)	Penny 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.