					WYRE FOREST DISTRICT COUNCIL					Reg No.	
Payroll Number		Travelling and Subsistence Claim month Ending		31.12.12		2013				Make & Model for Car	
Name	Pauline Hayward		Directorate			C.C. Rating				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		
23.05.12	Churchill to Civic Centre		21	Full Council						
20.06.12	Churchill to Civic Centre		21	Full Council						
27.06.12	Churchill to Civic Centre		21	Licensing						
25.07.12	Churchill to Civic Centre		21	Licensing						
23.09.12	Churchill to Civic Centre		21	Licensing						
08.11.12	Churchill to Finepoint		15	Overview & Scrutiny						
21.11.12	Churchill to Finepoint		15	Full Council						
22.11.12	Churchill to Finepoint		15	Official Opening						
28.11.12	Churchill to Finepoint		15	Computer repair						
14.12.12	Churchill to Finepoint		15	Christmas Carol Service						
			0							
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
			0				From	To		
			0							
			0							
			0							
			0							
			0							
		TOTAL	180	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

Feb 13

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	180	miles at 40 p	72.00
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 £	£72.00

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	72.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£72.00**

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.