



Payroll Number		WYRE FOREST DISTRICT COUNCIL				Reg No.	
Name	Stephen Clee	Directorate	November 2011	2013	1900	Make & Model for Car	
			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 Passengers who are Wyre Forest District Council Employees)	Additional People Carried		Subsistence and other expenses			
	From	To			Qty	Miles	Time Absent	From	To	Amount
02.11.12	Home to WF House		12	Signing legal documents						
02.11.12	Home to WFCH		12	Awards Ceremony						
03.11.12	Home to Wychavon		48	Wychavon Chairman's Dinner						
05.11.12	Home to WF House		12	Council Chamber Layout						
09.11.12	Home to WF House		12	Signing legal documents						
12.11.12	Home to WF House		12	Pre Council Meeting						
12.11.12	Home to WF House		12	Ethics and Standards						
14.11.12	Home to WF House		12	Signing legal documents						
19.11.12	Home to WF House		12	Tender Opening						
22.11.12	Home to WF House		12	Official Opening of WF House						
27.11.12	Home to WF House		12	Signing legal documents						
27.11.12	Home to Guidhall		3	Bewdley Museum Management						
28.11.12	Home to WF House		12	Signing legal documents						
28.11.12	Home to Rushock		22	Stores visit						
01.12.12	Home to Kidderminster		12	Concert at Town Hall						
03.12.12	Home to WF House		12	Signing legal documents						
06.12.12	Home to WF House		12	Signing legal documents						
07.12.12	Home to Kidderminster		12	Take Chairman's Chain to repairer						
07.12.12	Home to Kidderminster		12	Concert at Town Hall						
10.12.12	Home to WF House		12	Signing legal documents						
<b>TOTAL</b>			277	<b>TOTAL with additional Passengers</b>						

**PAID**

**Re 13**

**Please do not add lines use a separate sheet if necessary**

Office Only - Totals for each Expenditure Code		Code	£ p
Item			
Mileage	277 miles at 40 p	37010	110.80
	0 miles at 5 p		0.00
	<b>TOTAL £</b>		<b>£110.80</b>
Train/Bus/Taxi		35010	0.00
Subsistence		47010	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.  
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.

PAYABLE

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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) Penny Williams  
Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.

Payroll Number	WYRE FOREST DISTRICT COUNCIL	Reg No.	
Name	Stephen Clee	Make & Model for Car	
	Directorate	If car changed since previous claim state date	
	Travelling and Subsistence Claim month Ending	2013	
	October 2012		
	C.C. Rating	1900	

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	
	From	To				Time Absent	Rail fare, Bus Fare, Taxi Fare, Parking Fee
08.08.12	Home to Civic Centre	>	10	Opening Tenders			
15.08.12	Home to Civic Centre	>	10	Signing legal documents			
28.08.12	Home to Duke House	>	12	Laptop to IT			
30.08.12	Home to Duke House	>	12	Collect laptop			
04.09.12	Home to New HQ	>	12	Site Visit			
17.09.12	Home to Civic Centre	>	10	Signing legal documents			
21.09.12	Home to Civic Centre	>	10	Signing legal documents			
26.09.12	Home to Civic Centre	>	10	Full Council			
08.10.12	Home to WF House	>	12	Signing legal documents			
10.10.12	Home to WF House	>	12	Opening Tenders			
12.10.12	Home to WF House	>	12	Signing legal documents			
15.10.12	Home to WF House	>	12	Opening Tenders			
18.10.12	Home to WF House	>	12	Parish Chairmen Meeting			
22.10.12	Home to WF House	>	12	Signing legal documents			
24.10.12	Home to St Mary's	>	12	Peter Carter's Funeral			
25.10.12	Home to WF House	>	12	Opening Tenders			
25.10.12	Home to WF House	>	12	Second opening of tenders			
26.10.12	Home to Tenbury Wells	>	28	Tenbury Mayors Ball			
30.10.12	Home to WF House	>	12	Signing legal documents			
31.10.12	Home to WF House	>	12	Signing legal documents			
			<b>TOTAL</b>	<b>246</b>	<b>TOTAL with additional Passengers</b>	<b>0</b>	<b>TOTAL £</b>

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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		Code	£ P
Mileage		37010	98.40
Train/Bus/Taxi		35010	0.00
Subsistence		47010	0.00
<b>PAYABLE</b>			<b>£98.40</b>

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