

Payroll Number	Directorate	Travelling and Subsistence Claim month Ending	WYRE FOREST DISTRICT COUNCIL	Reg No.	MEM		
	S J Williams	November		Make & Model for Car	2014		
Name		C.C. Rating	1600	If car changed since previous claim state date			
Date	Details of Journey		Miles	Additional People Carried	Subsistence and other expenses		
	Description	To			Qty	Miles	Time Absent
	From				From	To	
09.11.14	Home to Kidderminster	10	Remembrance				
10.11.14	Home to Wyre Forest House	12	Chairman's Meeting				
14.11.14	Home to Wyre Forest House	12	Signing				
15.11.14	Home to Kidderminster	10	Christmas Lights Switch on				
16.11.14	Home to Droitwich	23	Droitwich Sunday Lunch				
18.11.14	Home to Wyre Forest House	12	Signing and Tender Opening				
19.11.14	Home to Wyre Forest House	12	Signing				
21.11.14	Home to Kidderminster	10	Founders Day Service, St Mary's				
21.11.14	Home to Kidderminster	10	Mayors Charity Dinner				
22.11.14	Home to Kidderminster	10	Old Carolians Dinner				
24.11.14	Home to County Hall	33	Presentation of Russian Medals				
27.11.14	Home to Bewdley	20	Bewdley Mayors Charity Dinner				£0.00
28.11.14	Home to Pershore	42	Wychovon Christmas Fayre				
29.11.14	Home to Kidderminster	10	Choral Society Concert				
29.11.14	Home to Bewdley	18	Christmas Lights Switch on				
30.11.14	Home to Kidderminster	10	Freedom March				
		0					
		0					
		0					
		0					
	TOTAL	254	TOTAL with additional Passengers	0			£0.00
<b>Please do not add lines use a separate sheet if necessary</b>							
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.			254 miles at 40p		101.60		£
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.			0 miles at 5p		0.00		101.60
			TOTAL £		£101.60		0.00
				Subsistence	47010		0.00
				<b>PAYABLE</b>			<b>#####</b>
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)	Louisa Bright						
Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.							