WYRE FOREST DISTRICT COUNCIL

Payroll Number		Travelling and Subsistence Claim month Ending	November/December 2017
Name	Cllr Nigel Knowles	Directorate	
C.C. Rating	1200		
Reg No.			
Make & Model for Car			
If car changed since previous claim state date			

Date	Details of Journey – Description – From	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	Miles	Subsistence and other expenses – Time Absent – From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
31.10.17	Home to WFH		10	Local Plans Panel						
08.11.17	Home to WFH		10	Cabinet Advisory Panel						
14.11.17	Home to WFH		10	Group Leaders						
07.12.17	Home to Birmingham		0	LEP Overview & Scrutiny (Chair)					Train	£7.80
13.12.17	Home to WFDC		10	Full Council						
			0							
			0							
			0							
			0							
			0							
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			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	40	TOTAL with additional Passengers		0			TOTAL £	£7.80

PAID

Jan 18
SALARIES.

Please do not add lines use a separate sheet if necessary

Receipts must be kept for evidence

Time Absent – From	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.

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.

40	**miles at 40p**	16.00
0	**miles at 5p**	0.00
	TOTAL £	£16.00

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	16.00
Train/Bus/Taxi	35010	7.80
Subsistence	47010	0.00
PAYABLE		**£23.80**

Approved (Authorised Signatory) Louisa Bright

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.

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