

Payroll Number	WYRE FOREST DISTRICT COUNCIL		Reg No.	
Name	Cllr Rod Wilson		Make & Model for Car	
Directorate	December 2017		If car changed since previous claim state use	
	C.C. Rating		2000	

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
07.08.17	Home to WFH	12 Licensing**	12	Licensing**					
15.08.17	Home to WFH	12 Planning**	12	Planning**					
22.08.17	Home to WFH	12 Deliver iPad for repair**	12	Deliver iPad for repair**					
23.08.17	Home to WFH	12 Collect iPad**	12	Collect iPad**					
04.09.17	Home to WFH	12 Treasury Management Training	12	Treasury Management Training					
07.09.17	Home to WFH	12 Overview & Scrutiny	12	Overview & Scrutiny					
27.09.17	Home to WFH	12 Full Council	12	Full Council					
02.10.17	Home to WFH	12 Licensing	12	Licensing					
12.10.17	Home to WFH	12 Members Forum	12	Members Forum					
02.11.17	Home to WFH	12 Overview & Scrutiny	12	Overview & Scrutiny					
07.11.17	Home to WFH	12 Licensing - meeting with Ward Cllrs and Licensing Officer	12	Licensing - meeting with Ward Cllrs and Licensing Officer					
14.11.17	Home to WFH	12 Lead for iPad IT	12	Lead for iPad IT					
21.11.17	Home to WFH	12 Planning	12	Planning					
04.12.17	Home to WFH	12 Licensing	12	Licensing					
07.12.17	Home to WFH	12 Overview & Scrutiny	12	Overview & Scrutiny					
13.12.17	Home to WFH	12 Full Council	12	Full Council					
15.12.17	Home to WFH	12 Housing	12	Housing					
			0						
			0	** Too late for processing, not submitted within 2 months of meeting					
			0						
			156	TOTAL with additional Passengers					

<b>Please do not add lines use a separate sheet if necessary</b>				0	TOTAL £	£0.00
I submit this form electronically to my authorised officer and confirm:				Office Only - Totals for each Expenditure Code		
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.				Item	Code	£ p
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.				Mileage	37010	62.40
				Train/Bus/Taxi	35010	0.00
				Subsistence	47010	0.00
				<b>PAYABLE</b>		
				<b>£62.40</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.

LWB