

Payroll Number			WYRE FOREST DISTRICT COUNCIL			Reg No.			
Name			Cllr Marcus Hart			Directorate			
Travelling and Subsistence Claim month Ending				December 2017		Make & Model for Car			
C.C. Rating				3000		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	Rail fare, Bus Fare, Taxi Fare, Parking Fee
13.12.17	Home to WFH	10	Full Council						
14.12.17	Home to WFH	10	Briefing with Ian Miller						
19.12.17	Home to WFH	10	Cabinet						
		0							
		0							
		0							
		0							
		0							
		0							
		0							
		0							
		0							
		0							
		0							
		0							
TOTAL			30	TOTAL with additional Passengers					

PAID
SQA 18 SALARIES

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code		Code	Amount
Mileage	37010	12.00	12.00
Train/Bus/Taxi	35010	0.00	0.00
Subsistence	47010	0.00	0.00
PAYABLE			£12.00

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.

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