WYRE FOREST DISTRICT COUNCIL

Payroll Number

Travelling and Subsistence Claim month Ending October 2017

Name: Cllr Marcus Hart

Directorate

C.C. Rating: 3000

Reg No.

Make & Model for Car

If car changed since previous claim state date

Date	Details of Journey: Description From	Details of Journey: Description 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	Additional People Carried: Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
03.10.17	Home to WFH		10	Cab/CLT						
05.10.17	Home to Stafford		88	West Midlands LGA						
11.10.17	Home to Green Street and Hub		10	Corporate Briefings						
12.10.17	Home to WFH		10	Corporate Briefing and Briefings with Linda Draycott and Ian Miller						
24.10.17	Home to WFH & Kidderminster College		10	Briefing with Linda Draycott and CLT/Cab Away Day					Car Park	£4.40
25.10.17	Home to WFH		10	Briefing with Mike Parker						
31.10.17	Home to WFH		10	Briefing with Charlotte Beswick						
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			0							
		TOTAL	148	TOTAL with additional Passengers		0			TOTAL £	£4.40

PAID
January 18
Salaries

Please do not add lines use a separate sheet if necessary

Receipts must be kept for evidence

Time Absent From	Time Absent 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.

148	**miles at 40p**	59.20
0	**miles at 5p**	0.00
	TOTAL £	£59.20

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	59.20
Train/Bus/Taxi	35010	4.40
Subsistence	47010	0.00
PAYABLE		**£63.60**

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.

DB