WYRE FOREST DISTRICT COUNCIL — MEM

Payroll Number [redacted] — **Travelling and Subsistence Claim month Ending** March 2015

Name S J Williams — Directorate — C.C. Rating 1600

Reg No. [redacted]

Make & Model for Car [redacted]e

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
03.03.15	Home to Wyre Forest House		12	Signing						
07.03.15	Home to Kidderminster Town Hall		10	WF Symphony Orchestra						
09.03.15	Home to Wyre Forest House		12	Fly Commonwealth Flag						
09.03.15	Home to Wyre Forest House		12	Parish Chairmen Meeting						
16.03.15	Home to Wyre Forest House		12	Signing						
19.03.15	Home to Stourport		14	Switching on Lights at Sports Club						
21.03.15	home to Pershore		52	Concert at Pershore Abbey						
25.03.15	Home to King Charles		9	School Awards						
26.03.15	Home to Stourport		14	Launch of Bramble						
27.03.15	Home to Kidderminster		10	WFDC Chairman's Charity Dinner						
28.03.15	Home to Kidderminster Town Hall		10	Choral Society Concert						
			0						TOTAL £	£0.00
			0	PAID APRIL IS SALARIES			Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
		TOTAL	167	TOTAL with additional Passengers		0			TOTAL £	£0.00

Please do not add lines use a separate sheet if necessary

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.

167	**miles at 40p**	66.80
0	**miles at 5p**	0.00
	TOTAL £	£66.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	66.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£66.80**

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.