WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] | **Travelling and Subsistence Claim month Ending** July 2015 | Reg No. [redacted]

Name Nathan Desmond | Directorate | C.C. Rating 1.8 | Make & Model for Car [redacted]

If car changed since previous claim state date

Date	Details of Journey: Description From	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
27.05.15	Home to WFH		4	Full Council						
28.05.15	Worcester to WFH		26	Briefing with Caroline Newlands						
02.06.15	Bromsgrove to WFH		18	Briefing with Caroline Newlands						
08.06.15	Worcester to WFH		26	Briefing with Tracey Southall						
10.06.15	Home to WFH		4	Cabinet/CMT						
23.06.15	Home to WFH		4	Cabinet						
24.06.15	Home to WFH		4	Cabinet/CMT						
25.06.15	Home to Carpet Museum		0	Cabinet/CMT Away Day					Car Park	£4.70
01.07.15	Bromsgrove to WFH		18	Briefing with Tracey Southall					* Car Park	£4.70
07.07.15	Home to WFH		4	Cabinet						
08.07.15	Worcester to WFH		26	Election Wash Up Meeting						
14.07.15	Home to WFH		4	Cabinet					**TOTAL £**	£9.40
21.07.15	Home to Bewdley		10	Cabinet Away Day *			Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	148	**TOTAL with additional Passengers**		0			**TOTAL £**	£0.00

PAID

Aug 15

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.

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	9.40
Subsistence	47010	0.00
PAYABLE		**£68.60**

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.