

Payroll Number	WYRE FOREST DISTRICT COUNCIL		MEM	2015	Reg No.				
Name	Tony Muir		Directorate	September	Make & Model for Car				
	Travelling and Subsistence Claim month Ending		C.C. Rating		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
12/05/2015	Home to WFH & Return	▼	6.5	Induction					
13/05/2015	Home to WFH & Return	▼	6.5	Planning Training					
14/05/2015	Home to WFH & Return	▼	6.5	Networking Session					
18/05/2015	Home to WFH & Return	▼	6.5	IT Department					
20/05/2015	Home to WFH & Return	▼	6.5	Scrutiny Training					
21/05/2015	Home to WFH & Return	▼	6.5	Code of Conduct					
27/05/2015	Home to WFH & Return	▼	6.5	Full Council					
03/06/2015	Home to WFH & Return	▼	6.5	Audit Training					
16/06/2015	Home to WFH & Return	▼	6.5	Meet Caroline Newlands					
16/06/2015	Home to WFH & Return	▼	6.5	Meet Tracey Southhall					
29/06/2015	Home to WFH & Return	▼	6.5	Audit Committee					
29/07/2015	Home to WFH & Return	▼	6.5	Full Council					
18/08/2015	Home to the Depot & Return	▼	2.5	Collection of Litter Picking Equipment					
19/08/2015	Home to Stourport & Return	▼	10	Meet Ian Miller					
08/09/2015	Home to WFH & Return	▼	6.5	Overview & Scrutiny Committee					
10/09/2015	Home to WFH & Return	▼	6.5	Special Council					
21/09/2015	Home to WFH & Return	▼	6.5	Audit Briefing					
24/09/2015	Home to WFH & Return	▼	6.5	Overview & Scrutiny Committee					
28/09/2015	Home to WFH & Return	▼	6.5	Audit Committee					
30/09/2015	Home to WFH & Return	▼	6.5	Full Council					
TOTAL			129.5	TOTAL with additional Passengers					
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.									
Office Only - Totals for each Expenditure Code					Item	Code	£	p	
					Mileage	37010	51.80		51.80
					Train/Bus/Taxi	35010	0.00		0.00
					Subsistence	47010	0.00		0.00
					PAYABLE		£51.80		
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.									

PAID

OCTOBER 15 SALARIES