				WYRE FOREST DISTRICT COUNCIL		MEM			Reg No.		
Payroll Number		Travelling and Subsistence Claim month Ending		31st November		2015			Make & Model for Car		
Name	Chris Rogers	Directorate		C.C. Rating	2477				If car changed since previous claim state date		No

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
04/11/2015	Home - 6 Ways		28	H&W Sports Awards					26/11/2015 Parking Worceste	£5.40
08/11/2015	Home - Stourport - Return		3	Rememberance Day						
11/11/2015	Wyre Forest House & Home - Return		8	Rememberance Day Silence						
13/11/2015	Home - Worfield- Return		42	Shropshire Civic Diner						
14/11/2015	Home - Kidderminster- Return		8	Kidderminster Xmas Light Switch On						
15/11/2015	Home - Kidderminster - Return		8	Road Peace Servive						
17/11/2015	Wyre Forest House & Home - Return		7	Tender Opening						
19/11/2015	Home - Stourport - Return		3	Jim Parish Funeral						
20/11/2015	Home - Kidderminster - Return		8	Founders Day Service						
20/11/2015	Home - SOS - Return		3	Three Kings Parade						
24/11/2015	Wyre Forest House & Home - Return		7	Tender Opening						
26/11/2015	Home - Worcester - Return		26	Victorian Fayre					TOTAL £	£5.40
28/11/2015	Home - Kidderminster - Return		8	Choral Society - Town Hall			Receipts must be kept for evidence			
29/11/2015	Home - Kidderminster - Return		8	Symphony Concert - Town Hall			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

PAID

Feb 16 Salaries

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

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	66.80
Train/Bus/Taxi	35010	5.40
Subsistence	47010	0.00
PAYABLE		**£72.20**

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.