WYRE FOREST DISTRICT COUNCIL

Payroll Number: | Travelling and Subsistence Claim month Ending | January 2014 | 2014

Name: Nathan Desmond | Directorate: | C.C. Rating: 1.8

Reg No.:

Make & Model for Car:

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
06.01.14	Worcs to Wyre Forest House		32	Ian Miller, Leader, Revenue and Benefits Meeting						
07.01.14	Home to Wyre Forest House		4	Cabinet & CMT						
14.01.14	Home to Wyre Forest House		4	Group Leaders						
20.01.14	Stourbridge to Wyre Forest House		18	Meeting with the Leader						
21.01.14	Home to Wyre Forest House		4	Cabinet						
22.01.14	Stourbridge to Wyre Forest House		18	Meeting with Tracey Southall						
27.01.14	Home to Wyre Forest House		4	Meeting with the Leader						
29.01.14	Home to Wyre Forest House		4	Treasury Management Meeting						
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	88	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

June 2014.

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount

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.

88	**miles at 40p**	35.20
0	**miles at 5p**	0.00
	TOTAL £	£35.20

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	35.20
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£35.20**

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.

WYRE FOREST DISTRICT COUNCIL

Payroll Numb: | Travelling and Subsistence Claim month Ending | February 2014 | 2014

Name: Nathan Desmond | Directorate | C.C. Rating 1.8

Reg no | Make & Model for Car | 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
03.02.14	Worcs to WFH		32	Meeting with Leader						
03.02.14	Home to WFH		4	WFM Partnership Meeting						
04.02.14	Home to WFH		4	Cabinet/CMT						
10.02.14	Dudley to WFH		20	Strategic Review						
26.02.14	Home to WFH		4	Full Council						
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	64	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

£ £

Paid June 2014

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount

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.

64	**miles at 40p**	25.60
0	**miles at 5p**	0.00
	TOTAL £	£25.60

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	25.60
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£25.60**

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.

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WYRE FOREST DISTRICT COUNCIL

Payroll Number | Travelling and Subsistence Claim month Ending | March 2014 | 2014

Name: Nathan Desmond | Directorate | C.C. Rating: 1.8

Reg No. | Make & Model for Car: Ford | 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
04.03.14	Home to WFH		4	Cabinet/CMT						
06.03.14	Home to WFH		4	Scrutiny						
11.03.14	Kingswinford to WFH		19	Group Leaders						
17.03.14	Worcs to WFH		32	Strategic Review						
26.03.14	Birmingham to WFH		38	IT Meeting with Dave Bradbury						
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	97	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

June 2014

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount

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.

97	**miles at 40p**	38.80
0	**miles at 5p**	0.00
	TOTAL £	£38.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	38.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£38.80**

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.

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