WYRE FOREST DISTRICT COUNCIL

Payroll Numb. | Travelling and Subsistence Claim month Ending | March | 2014

Name | Marcus Hart | Councillor | C.C. Rating | 2 litre

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
04/03/2014	Home to WFH and return		10	Cab/CLT						
06/03/2014	Home to WFH and return		10	Overview and Scrutiny						
11/03/2014	Home to WFH and return		10	Group Leaders						
18/03/2014	Home to WFH and return		10	Jane Doyle Meeting/Meeting with Linda Collis/Pre-council meeting						
19/03/2014	Home to WFH and return		10	Parish Localism Fund Meeting						
26/03/2014	Home to WFH and return		10	Various Meetings and Full Council						
				Members Forum						
			0							
			0						TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	60	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

Time 11.

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.

60	**miles at 40p**	24.00
0	**miles at 5p**	0.00
	TOTAL £	£24.00

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	24.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£24.00**

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 Number	[illegible]	Travelling and Subsistence Claim month Ending	April	2014	Reg No.		
Name	Marcus Hart	Councillor	C.C. Rating	2 litre	Make & Model for Car	[illegible]	
					If car changed since previous claim state date		

Date	Details of Journey: Description From	Description To	Miles	Purpose and Passengers Carried (6p per mile may be claimed for Passenagers who are Wyre Forest District Council Employees)	Additional People Carried: Qty	Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
02/04/2014	Home to WFH and return		10	Full council						
03/04/2014	Home to WFH and return		10	Breifing with LC/CSN						
17/04/2014	Home to WFH and return		10	Meeting with IRM and meeting with IRM/CSN/TS						
17/04/2014	WFH to B'Ham and return		40	LEP Leaders meeting with TS						
22/04/2014	Home to WFH and return		10	Mrrting with IRM						
25/04/2014	Home to WFH and return		10	Assets Meeting with EC Harris/MP/LC/TS						
			0							
			0						TOTAL £	£0.00
			0				Receipts must be kept for evicence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	90	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

[illegible] 2014

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.

90	**miles at 40p**	36.00
0	**miles at 5p**	0.00
	TOTAL £	£36.00

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	36.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£36.00**

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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