WYRE FOREST DISTRICT COUNCIL

Payroll Number	[redacted]	Travelling and Subsistence Claim month Ending		June 2014		2014			Reg No.	[redacted]	
Name	Cllr Stephen Williams	Directorate			C.C. Rating	1600			Make & Model for Car	[redacted]	
									If car changed since previous claim state date		

Date	Details of Journey – Description From	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	Miles	Subsistence and other expenses – Time Absent From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
18.06.14	Home to Wyre Forest House		14	Full Council						
19.06.14	Home to Wyre Forest House		14	Meeting with K Walsh and Signing Documents						
21.06.14	Home to Brinton Park		12	Kidderminster Carnival						
23.06.14	Home to Bewdley		18	Flag Flying					Parking Fee	£2.30
29.06.14	Home to Pershore		51	Pershore Town Civic Service						
			0							
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£2.30
			0				Receipts must be kept for evidence			
			0				Time Absent From	To	Subsistence, Breakfast, Lunch Etc	Amount
			0	PAID July 14. Salaries						
			0							
			0							
			0							
			0							
			0							
		TOTAL	109	TOTAL with additional Passengers		0			TOTAL £	£0.00

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	109	**miles at 40p**	43.60	
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.	0	**miles at 5p**	0.00	
		TOTAL £	£43.60	
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	43.60
Train/Bus/Taxi	35010	2.30
Subsistence	47010	0.00
PAYABLE		**£45.90**

		The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.
Approved (Authorised Signatory)	Louisa Bright	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.