				WYRE FOREST DISTRICT COUNCIL					Reg No.	
Payroll Number		Travelling and Subsistence Claim month Ending			June		2016		Make & Model for Car	
Name	Cllr Marcus Hart		Directorate		C.C. Rating	2000			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
02.06.16	Home to WFH		10	Scrutiny						
30.06.16	Home to WFH		10	Briefings with Chief Executive						
30.06.16	Home to Birmingham		40	GBSLEP Meeting					Parking	£4.50
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£4.50
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	60	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

Aug 16 Salaries

Receipts must be kept for evidence

Time Absent From	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	4.50
Subsistence	47010	0.00
PAYABLE		**£28.50**

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.