					WYRE FOREST DISTRICT COUNCIL					Reg No.		
Payroll Number		Travelling and Subsistence Claim month Ending				March 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	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
10.03.16	Home to Worcester		38	Worcestershire Leaders Board						
15.03.16	Home to Wyre Forest House		10	Leisure Centre Briefing						
16.03.16	Home to Wyre Forest House		10	Northern Alliance						
17.03.16	Home to Wyre Forest House		10	Parish Forum						
30.03.16	Home to Wyre Forest House		10	Cab/CLT						
31.03.16	Home to Birmingham		40	GBSLEP					Car Parking	£4.50
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£4.50
			0				Receipts must be kept for evidence			
			0	Sept 16			Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0	SALARIES.						
			0							
			0							
			0							
			0							
			0							
		TOTAL	118	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

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.

118	**miles at 40p**	47.20
0	**miles at 5p**	0.00
	TOTAL £	£47.20

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	47.20
Train/Bus/Taxi	35010	4.50
Subsistence	47010	0.00
PAYABLE		**£51.70**

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.