

WYRE FOREST DISTRICT COUNCIL					Reg No.
Payroll Number	Travelling and Subsistence Claim month Ending			September 2016	Make & Model for Car
Name	Cllr Nigel Knowles	Directorate		C.C. Rating	1100
If car changed since previous claim state date					

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)	Additional People Carried		Subsistence and other expenses				
	Description				Qty	Miles	Time Absent		Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount	
	From	To					From	To			
05.09.16	Home to WFH		10	Treasury Panel							
13.09.16	Home to WFH		10	Group Leaders							
15.09.16	Home to WFH		10	Members Forum							
28.09.16	Home to WFH		10	Full Council							
29.09.16	Home to WFH		10	Local Plans							
			0								
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			0								
			0								
			0								
			0								
			0								
			0								
			0								
			0								
			0								
TOTAL			50	TOTAL with additional Passengers						TOTAL £	£0.00

**PAID**  
OCT 16 SALARIES

Receipts must be kept for evidence

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code										
I submit this form electronically to my authorised officer and confirm:					50	miles at 40p	20.00	Item	Code	£ p
					0	miles at 5p	0.00	Mileage	37010	20.00
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.					TOTAL £		£20.00	Train/Bus/Taxi	35010	0.00
					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.					
<b>PAYABLE</b>			<b>£20.00</b>							

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"

Approved (Authorised Signatory)      **Louisa Bright**

Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.

