				WYRE FOREST DISTRICT COUNCIL					Reg No.		
Payroll Number		Travelling and Subsistence Claim month Ending			September 2016				Make & Model for Car		
Name	Cllr Rose Bishop		Directorate		C.C. Rating	1400			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
02/09/2016	Home to WFH		0	Signing Legal Documents					Taxi Fare	£7.90
02/09/2016	WFH to Home		0	Signing Legal Documents					Taxi Fare	£8.80
03/09/2016	Home to Stourport		12	Stourport Carnival						
08/09/2016	Home to WFH		2	Signing Legal Documents					Taxi Fare	£8.80
10/09/2016	Home to Kidderminster		6	Methodist Synod						
10/09/2016	Kidderminster to Stourport		14	Mayor of Stourport Steamboat Trip						
11/09/2016	Home to Redditch		48	Redditch Cviic Service						
			0							
			0							
			0							
			0							
			0	£ PAID					TOTAL £	£25.50
			0	£			Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0	OCT 16						
			0	SALARIES.						
			0							
			0							
			0							
			0							
		TOTAL	82	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:

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.

82	**miles at 40p**	32.80
0	**miles at 5p**	0.00
	TOTAL £	£32.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	32.80
Train/Bus/Taxi	35010	25.50
Subsistence	47010	0.00
PAYABLE		**£58.30**

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.