

Payroll Number	WYRE FOREST DISTRICT COUNCIL		Reg No.																					
Name	Travelling and Subsistence Claim month Ending		Make & Model for Car																					
	Directorate		If car changed since previous claim state date																					
	C.C. Rating																							
	3000																							
	Clerk M J Hart																							
	Purpose and Passengers Carried		Subsistence and other expenses																					
	(5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)		Rail fare, Bus Fare, Taxi Fare, Parking Fee																					
	Miles		Time Absent																					
	Qty		From To																					
	Additional People Carried		Amount																					
	Qty		Miles																					
	Description		Receipts must be kept for evidence																					
	From To		Subsistence, Breakfast, Lunch Etc																					
	Home to Audley Drive		From To																					
	Home to WFH		Amount																					
	Home to WFH																							
	Home to WFH																							
	Home to WFH																							
	TOTAL		TOTAL £																					
	34		£0.00																					
	TOTAL with additional Passengers		TOTAL £																					
	34		£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.																								
<table border="1"> <tr> <td>Office Only - Totals for each Expenditure Code</td> <td>Item</td> <td>Code</td> <td>£ P</td> </tr> <tr> <td></td> <td>Mileage</td> <td>37010</td> <td>13.60</td> </tr> <tr> <td></td> <td>Train/Bus/Taxi</td> <td>35010</td> <td>0.00</td> </tr> <tr> <td></td> <td>Subsistence</td> <td>47010</td> <td>0.00</td> </tr> <tr> <td></td> <td>PAYABLE</td> <td></td> <td>£13.60</td> </tr> </table>					Office Only - Totals for each Expenditure Code	Item	Code	£ P		Mileage	37010	13.60		Train/Bus/Taxi	35010	0.00		Subsistence	47010	0.00		PAYABLE		£13.60
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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.																								