WYRE FOREST DISTRICT COUNCIL

Payroll Number | **Travelling and Subsistence Claim month Ending** | March 2017 | Reg No. [redacted]

Name | Cllr Rose Bishop | Directorate | C.C. Rating | 1400 | Make & Model for Car [redacted] | 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
03.03.17	Home to Finepoint		5	Launch of Philips Coach						
03.03.17	Home to Kidderminster		4	WFDC Chairman's Charity Dinner						
04.03.17	Home to Ludlow		50	Ludlow Charity Dinner						
05.03.17	Home to Kidderminster		8	Queens Sapphire Service, Holy Innocents						
07.03.17	Home to Bewdley		16	Mayor of Bewdley Charity Dinner						
08.03.17	Home to Worcester		38	Worcestershire Skills Show						
09.03.17	Home to Kidderminster		4	Legal Documents						
10.03.17	Home to Stourport		10	Mayor of Stourport Quiz Night						
14.03.17	Home to Kidderminster		4	Parish Quiz						
17.03.17	Home to Kidderminster		4	Wyre Forest Young Voices Concert						
22.03.17	Home to Kidderminster		4	King Charles I School Awards						
23.03.17	Home to Kidderminster		4	Fairtrade Coffee Morning					TOTAL £	£0.00
24.03.17	Home to Worcester		34	Mayor of Worcester Brass Band						
25.03.17	Home to Redditch		48	Mayor of Redditch Charity Dinner						
30.03.17	Home to Brierley Hill		20	West Midlands Ambulance Awards						
31.03.17	Home to Leominster		60	Mayor of Leominster Charity Concert						
20.03.17	Home to Kidderminster		4	DAA Launch of Quiet Isle, Tesco						
			0							
			0							
			0							
		TOTAL	317	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID MAY17 SALARIES

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount

Please do not add lines use a separate sheet if necessary

317	**miles at 40p**	126.80	
0	**miles at 5p**	0.00	
	TOTAL £	£126.80	

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.

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	126.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£126.80**

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.