WYRE FOREST DISTRICT COUNCIL

Payroll Number | Travelling and Subsistence Claim month Ending | May 2017

Name | Cllr David Little | Directorate | C.C. Rating | 2000

Reg No.

Make & Model for Car

If car changed since previous claim state date

Date	Details of Journey: Description From	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	Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
12.05.17	Home to Bewdley		8	Bewdley Mayor making						
14.05.17	Home to Upton upon Severn		56	Mayors Sunday						
17.05.17	Home to Kidderminster		8	Kidderminster Mayor Making						
19.05.17	Home to Kidderminster		8	Celebration Event for Weavers Cottages						
21.05.17	Home to Shrewsbury		81	Shrewsbury Mayors Sunday						
22.05.17	Home to Redditch		48	Redditch Mayor Making						
24.05.17	Home to Ludlow		45	Ludlow Mayor Making						
			0							
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	254	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

June 17 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

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.

254	**miles at 40p**	101.60
0	**miles at 5p**	0.00
	TOTAL £	£101.60

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	101.60
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£101.60**

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.

WYRE FOREST DISTRICT COUNCIL

Payroll Number | Travelling and Subsistence Claim month Ending May 2017

Name: Cllr D Little | Directorate | C.C. Rating 2000

Reg No.

Make & Model for Car

If car changed since previous claim state date

Date	Details of Journey: Description From	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	Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
24.01.17	Home to Worcester		30	Opening of Perdiswell Leisure Centre						
27.01.17	Home to Ludlow		53	Mayor of Ludlow's Motown Evening						
24.02.17	Home to Droitwich		28	Mayor of Droitwich Jazz Night						
06.05.17	Home to Pershore		46	Mayor of Pershore's Charity Concert						
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0	JUNE 17 SALARIES.						
			0							
			0							
			0							
			0							
		TOTAL	157	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.

157	**miles at 40p**	62.80
0	**miles at 5p**	0.00
	TOTAL £	£62.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	62.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£62.80**

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.

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