WYRE FOREST DISTRICT COUNCIL

Payroll Number

Travelling and Subsistence Claim month Ending May 2017

Name Cllr Rose Bishop

Directorate

C.C. Rating 1400

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	Additional People Carried: Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
01.04.17	Home to Kidderminster		8	Presidents Day						
01.04.17	Home to Kidderminster		4	Kidderminster Male Voice Choir						
03.04.17	Home to WFH		5	Legal Documents						
07.04.17	Home to Bromsgrove		22	Bromsgrove Charity Dinner						
08.04.17	Home to Rhydd Covert		8	Launch of Rhydd Covert Appeal						
08.04.17	Home to Bewdley		4	Opening of Play Area						
08.04.17	Home to Stourport		8	Mayor of Stourports Charity Lunch						
09.04.17	Home to Stourbridge		16	VC Event						
13.04.17	Home to Wolverhampton		50	University of Woilverhampton Awards Ceremony						
15.04.17	Home to Kidderminster		5	Easter Egg Hunt in Brinton Park						
20.04.17	Home to WFH		8	Legal Documents						
22.04.17	Home to Kidderminster		9	Mercian Regiment Freedom of the Town					TOTAL £	£0.00
22.04.17	Home to Malvern		50	Malvern Town Civic Service			Receipts must be kept for evidence			
23.04.17	Home to Kidderminster		5	St Georges Day Parade			Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
28.04.17	Home to Kidderminster		5	Unveiling of Defribrilator at Youth House						
29.04.17	Home to Evesham		56	Mayor of Evesham Concert						
29.04.17	Home to Far Forest		24	Park Run						
			0							
			0							
		TOTAL	287	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
JUNE 17
SALARIES

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.

287	**miles at 40p**	114.80
0	**miles at 5p**	0.00
	TOTAL £	£114.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	114.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£114.80**

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.

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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
02.05.17	Home to WFH		2	Pre Council Meeting						
02.05.17	WFH to Home		0	Taxi					Taxi Fare	£8.80
04.05.17	Home to KTH		4	Youth Makes Music						
06.05.17	Home to Kidderminster		5	Valentines Concert						
08.05.17	Home to Bridgnorth		38	Mayor of Bridgnorth Curry Night						
			0							
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£8.80
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	49	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

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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.

49	**miles at 40p**	19.60
0	**miles at 5p**	0.00
	TOTAL £	£19.60

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	19.60
Train/Bus/Taxi	35010	8.80
Subsistence	47010	0.00
PAYABLE		**£28.40**

Approved (Authorised Signatory): Louisa Bright

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