WYRE FOREST DISTRICT COUNCIL — MEM

Payroll Number [redacted] — Travelling and Subsistence Claim month Ending July 2014 — 2014

Name: Cllr S Williams — Directorate — C.C. Rating: 1600

Reg No. [redacted]

Make & Model for Car [redacted]

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
02.07.14	Home to Kidderminster		12	Hospital League of Friends AGM					Parking	£3.00
05.07.14	Home to Town Hall		10	Wyre Forest Symphony Orchestra						
09.07.14	Home to Town Hall		10	Youth Citizenship						
10.07.14	Home to Baxter College		10	Time Capsule						
18.07.14	Home to Worcester		35	Worcestershire Conference for Carers						
19.07.14	Home to Town Hall		10	Valentines Concert						
19.07.14	Home to Bewdley		18	WWI Celebrations, Bewdley Museum					Parking	£2.30
22.07.14	Home to Wyre Forest House		14	Pre Agenda Meeting						
24.07.14	Home to Kidderminster		10	Opening of St Basils					Parking	£1.30
26.07.14	Home to Worcester		35	Three Choirs Festival						
30.07.14	Home to Wyre Forest House		14	Full Council						
			0						TOTAL £	£6.60
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	178	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

Aug 14

Please do not add lines use a separate sheet if necessary

Receipts must be kept for evidence

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

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.

178	**miles at 40p**	71.20
0	**miles at 5p**	0.00
	TOTAL £	£71.20

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	71.20
Train/Bus/Taxi	35010	6.60
Subsistence	47010	0.00
PAYABLE		**£77.80**

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.