WYRE FOREST DISTRICT COUNCIL — MEM

Payroll Number [redacted] — Travelling and Subsistence Claim month Ending June 2014 — Reg No. [redacted]

Name Cllr Pauline Hayward — Directorate — C.C. Rating — 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
27.11.13	Home to Wyre Forest House		14	Full Council						
09.12.13	Home to Wyre Forest House		14	Licensing						
07.01.14	Home to Wyre Forest House		14	Computer upgraded						
27.01.14	Home to Wyre Forest House		14	Members Forum						
28.01.14	Home to Wyre Forest House		14	Strategic Review						
10.02.14	Home to Wyre Forest House		14	Strategic Review						
10.02.14	Home to Wyre Forest House		14	Licensing						
12.02.14	Home to Wyre Forest House		14	Members Forum						
26.02.14	Home to Wyre Forest House		14	Full Council						
25.03.14	Home to Wyre Forest House		14	computer repair						
26.03.14	Home to Wyre Forest House		14	Special Council						
27.03.14	Home to Wyre Forest House		14	Strategic Review					TOTAL £	£0.00
02.04.14	Home to Wyre Forest House		14	Special Council			Receipts must be kept for evidence			
08.04.14	Home to Rushock		16	Rushock Parish Council			Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
14.04.14	Home to Wyre Forest House		14	Licensing						
15.04.14	Home to Wyre Forest House		14	Members Forum						
17.06.14	Home to Wyre Forest House		14	Meeting with Chief Executive						
18.06.14	Home to Wyre Forest House		14	Full Council						
			0							
			0							
		TOTAL	254	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.

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

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	101.60
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		#######

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.