

Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.						
Name		Cllr Rod Wilson		Make & Model for Car						
Directorate		July 2017		If car changed since previous claim state date						
C.C. Rating		2000								
Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)		Additional People Carried		Subsistence and other expenses		
	Description	From		To	Qty	Miles	Time Absent	Rail fare, Bus Fare, Taxi Fare, Parking Fee	From	To
06.02.17	Home to WFH		13	Licensing						
13.03.17	Home to WFH		13	IT (iPad)						
06.04.17	Home to WFH		13	Overview & Scrutiny						
10.04.17	Home to WFH		13	Licensing						
18.04.17	Home to WFH		13	Planning						
10.05.17	Home to WFH		13	Full Council						
11.05.17	Home to WFH		13	Meeting with Marcus Hart						
17.05.17	Home to WFH		13	Member Champions Meeting						
18.05.17	Home to WFH		13	Take in iPad						
22.05.17	Home to WFH		13	Licensing						
24.05.17	Home to WFH		13	Collect iPad						
30.05.17	Home to WFH		13	Viability Training						
12.06.17	Home to WFH		13	Licensing						
13.06.17	Home to WFH		13	Planning Training						
20.06.17	Home to WFH		13	Planning						
29.06.17	Home to WFH		13	Social Media Refresher Training						
06.07.17	Home to WFH		13	Overview & Scrutiny						
13.07.17	Home to WFH		13	Members Forum						
18.07.17	Home to WFH		13	Planning						
26.07.17	Home to WFH		13	Full Council						
TOTAL			260	TOTAL with additional Passengers						£0.00
<b>Please do not add lines use a separate sheet if necessary</b>										
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	Amount						
		Mileage	37010	104.00						
		Train/Bus/Taxi	35010	0.00						
		Subsistence	47010	0.00						
				<b>PAYABLE</b>	<b>£104.00</b>					
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"										
Approved (Authorised Signatory)		Louisa Bright								
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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