WYRE FOREST DISTRICT COUNCIL

Payroll Number		Travelling and Subsistence Claim month Ending		August - September		2017				Reg No.			
Name	Cllr David Little	Directorate			C.C. Rating	2000				Make & Model for Car			
										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
19.08.17	Home to Kidderminster		8	Mayor of Kidderminster BBQ						
31.08.17	Home to Ludlow		50	Mayor of Ludlow Charity Market						
08.09.17	Home to Bewdley		6	Mayor of Bewdley Severn Valley Railway Trip						
08.09.17	Home to Worcester		30	Mayor of Worcester Banquet					Parking	£3.60
17.09.17	Home to Worcester		30	Remembrance Service for Stanley Baldwin					Parking	£3.60
			0							
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£7.20
			0				Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
		TOTAL	124	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
OCT 17 SALARIES.

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	124	miles at 40p	49.60
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.	0	miles at 5p	0.00
		TOTAL £	£49.60

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	49.60
Train/Bus/Taxi	35010	7.20
Subsistence	47010	0.00
PAYABLE		**£56.80**

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.

DM