					WYRE FOREST DISTRICT COUNCIL		MEM			Reg No.	
Payroll Number		Travelling and Subsistence Claim month Ending		August 2014			2014			Make & Model for Car	
Name	S J Williams	Directorate			C.C. Rating	1600				If car changed since previous claim state date	

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyre Forest District Council Employees)	Additional People Carried		Subsistence and other expenses			
	Description						Time Absent		Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
	From	To			Qty	Miles	From	To		
03.08.14	Home to Kidderminster		10	Dedication Service at St Marys						
03.08.14	Home to Kidderminster		10	Mayor of Kidderminster Bowls						
04.08.14	Home to Stourport on Severn		12	Memorial Service at Wyre Forest Crematorium						
04.08.14	Home to Kidderminster		10	Candle Blessing Ceremony in Brinton Park						
06.08.14	Home to Wyre Forest House		12	Signing						
08.08.14	Home to Kidderminster		10	KAF						
09.08.14	Home to Worcester		35	WWI Commemoration					Car Park (09.08.14)	£3.60
09.08.14	Home to Kidderminster		10	WWI Concert at Town Hall						
10.08.14	Home to Pershore		52	Mayor of Pershore Pig Roast						
11.08.14	Home to Wyre Forest House		12	Meeting with Chief Executive re Civic Service						
14.08.14	Home to Wyre Forest House		12	Signing					Car Park (16.08.14)	£7.50
16.08.14	Home to Worcester		35	Freedom of the City Parade am					TOTAL £	£11.10
16.08.14	Home to Worcester		35	Freedom of the City Festival pm			Receipts must be kept for evidence			
16.08.14	Home to Stourport on Severn		16	Country and Western Festival			Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
19.08.14	Home to Wyre Forest House		12	Signing			From	To		
27.08.14	Home to Wyre Forest House		12	Signing						
29.08.14	Home to Wyre Forest House		12	Signing						
31.08.14	Home to Kidderminster		10	Methodist Church						
			0							
			0							
		TOTAL	317	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

Sept 14 Salaries

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	317	miles at 40p	126.80	
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 £	£126.80	
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	126.80
Train/Bus/Taxi	35010	11.10
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.