

Payroll Number		WYRE FOREST DISTRICT COUNCIL		MEM		Reg No.	
Name		NATHAN DESMOND		2014		Make & Model for Car	
Travelling and Subsistence Claim month Ending		Members		1.8		If car changed since previous claim state date	
Directorate		C.C. Rating					

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		Amount
	From	To			City	Miles	Time Absent From	To	
06/05/2014	Worcs to WFH		26	Meeting with Council Leader					
13/05/2014	Home to WFH		6	Cabinet Meeting					
14/05/2014	Home to WFH		6	Meeting with Council Leader					
03/06/2014	Home to WFH		6	Cabinet & CMT					
05/06/2014	Stourbridge to WFH		18	Meeting with Tracey Southall					
11/06/2014	Home to WFH		6	Meeting with Tracey Southall					
12/06/2014	Bromsgrove to WFH		18	Council Property Asses Meeting with Ian Millar					
13/06/2014	Bromsgrove to WFH		18	Meeting with Council Leader					
19/06/2014	Droitwich to WFH		16	Meeting with Tracey Southall					
23/06/2014	Home to WFH		6	Meeting with Tracey Southall					
24/06/2014	Birmingham to WFH		34	Meeting with Council Leader					
30/06/2014	Home to WFH		6	Audit Meeting					£0.00
01/07/2014	Home to WFH		6	Cabinet & CMT					
15/07/2014	Birmingham to WFH		34	Meeting with Ian Millar					
17/07/2014	Home to WFH		6	Group Leaders					
22/07/2014	Home to WFH		6	Cabinet					
23/07/2014	Home to Bewdley		8	Cabinet away afternoon					
30/07/2014	Home to WFH		6	Full Council					
11/08/2014	Bromsgrove to WFH		18	Cabinet and CMT meeting					
TOTAL			250	TOTAL with additional Passengers					£0.00

PAID

Please do not add lines use a separate sheet if necessary		Office Only - Totals for each Expenditure Code	
Item	Code	£	p
Mileage	37010	100.00	
Train/Bus/Taxi	35010	0.00	
Subsistence	47010	0.00	
<b>PAYABLE</b>		<b>#####</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.

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.