

Payroll Number	WYRE FOREST DISTRICT COUNCIL		MEM	Reg No.
Name	Travelling and Subsistence Claim month Ending		2014	Make & Model for Car
Cllr Cliff Brewer	Directorate	October	1995	Vauxhall Ensignia
		C.C. Rating		If car changed since previous claim state date

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			Qty	Miles	Time Absent From	To	
06.10.14	Home to Blakedown	>	8	Planning Site Visit (R Lloyd)	1	8			
06.10.14	Blakedown to Stourport	>	8	Planning Site Visit (R Lloyd)	1	8			
14.10.14	Stourport to Kidderminster	>	6	Group Leaders and Planning					
16.10.14	Stourport to Kidderminster	>	6	IT Demo and Members Forum					
20.10.14	Stourport to Kidderminster	>	6	Parking Enforcement Committee					
		>	0						
		>	0						
		>	0						
		>	0						
		>	0						
		>	0						
		>	0						
		>	0						
		>	0						
		>	0						
		>	0						
TOTAL			34	TOTAL with additional Passengers	16			TOTAL £	£0.00

PAID

November 2014

Please do not add lines use a separate sheet if necessary									
<p>I submit this form electronically to my authorised officer and confirm:</p> <p>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.</p> <p>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.</p>									
Office Only - Totals for each Expenditure Code		Item	Code	£	p				
		Mileage	37010	13.60					
		Train/Bus/Taxi	35010	0.80					
		Subsistence	47010	£14.40					
		PAYABLE				£14.40			

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.