

Payroll Number	WYRE FOREST DISTRICT COUNCIL		2013	Reg No.	
Name	Travelling and Subsistence Claim month Ending		2013	Make & Model for Car	
nathan desmond	Directorate	members	C.C. Rating	If car changed since previous claim state date	
			1.9d		

  

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		Time Absent		Subsistence and other expenses		Amount																				
	From	To			City	Miles	From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount																					
11/03/2013	home to Wyre forest House		4	Cabinet & CMT																											
13/03/2013	home to WFH		4	Special Full Council																											
14/03/2013	Telford to WFH		35	Briefing With Jo Wagstaffe																											
26/03/2013	home to WFH		4	cabinet meeting																											
03/04/2013	Bromsgrove to WFH		18	Meeting with WFDC & Wyre Forest Community Housing																											
04/04/2013	home to WFH		4	Group Leaders																											
08/04/2013	Stourbridge to WFH		16	Briefing With Jo Wagstaffe																											
08/04/2013	home to WFH		4	Cabinet & CMT																											
08/04/2013	Worcester to WFH		26	Briefing With Jo Wagstaffe																											
15/05/2013	home to WFH		4	Full Council																											
21/05/2013	home to WFH		4	Emergency Group Leaders Meeting																											
24/05/2013	Bromsgrove to WFH		18	Briefing with Ian Miller																											
28/05/2013	home to WFH		4	Cabinet & CMT																											
03/05/2013	home to WFH		4	Members Forum																											
04/05/2013	home to WFH		4	Finance Meeting																											
17/05/2013	Worcester to WFH		26	Licensing Meeting																											
18/05/2013	home to WFH		4	Cabinet																											
10/07/2013	Stourbridge to WFH		16	Strategic Review Meeting																											
19/07/2013	home to Sandwell Council		40	West Midland Employers Meeting																											
23/07/2013	Telford to WFH		35	Senior Consultation Group																											
			TOTAL																												
			274	TOTAL with additional Passengers																											
<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.																															
<table border="1"> <thead> <tr> <th>Office Only - Totals for each Expenditure Code</th> <th>Item</th> <th>Code</th> <th>£ p</th> </tr> </thead> <tbody> <tr> <td></td> <td>Mileage</td> <td>37010</td> <td>109.60</td> </tr> <tr> <td></td> <td>Train/Bus/Taxi</td> <td>35010</td> <td>0.00</td> </tr> <tr> <td></td> <td>Subsistence</td> <td>47010</td> <td>0.00</td> </tr> <tr> <td></td> <td colspan="2"><b>PAYABLE</b></td> <td><b>#####</b></td> </tr> </tbody> </table>												Office Only - Totals for each Expenditure Code	Item	Code	£ p		Mileage	37010	109.60		Train/Bus/Taxi	35010	0.00		Subsistence	47010	0.00		<b>PAYABLE</b>		<b>#####</b>
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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) A.R.Braithwaite																															
Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.																															