

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

| 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 | Subsistence, Breakfast, Lunch Etc Rail fare, Bus Fare, Taxi Fare, Parking Fee | | |
| 02.12.14 | Home to Wyre Forest House | | 12 | Tender Opening | | | | | | |
| 03.12.14 | Home to Stourport on Severn | | 14 | Sports Awards Kingsway | | | | | | |
| 06.12.14 | Home to Pershore | | 52 | Pershore Abbey Worcester Male Voice Choir | | | | | | |
| 10.12.14 | Home to Wyre Forest House | | 12 | Full Council | | | | | | |
| 18.12.14 | Home to Wyre Forest House | | 12 | Signing | | | | | | |
| 20.12.14 | Home to Kidderminster | | 10 | Choral Society Christmas Concert | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
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| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | TOTAL | 112 | TOTAL with additional Passengers | | | | 0 | |
| Please do not add lines use a separate sheet if necessary | | | | | | | | | | |
| 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. | | | | | | | | | | |
| | | | 112 | miles at 40p | | 44.80 | | | | |
| | | | 0 | miles at 5p | | 0.00 | | | | |
| | | | TOTAL £ | | £44.80 | | | | | |
| | | | TOTAL £ | | | TOTAL £ | | | | £0.00 |

PAID

JAN 15 SALARIES

| | | | | |
|--|---------------|----------------|-------|---------------|
| Office Only - Totals for each Expenditure Code | | Item | Code | £ p |
| | | Mileage | 37010 | 44.80 |
| | | Train/Bus/Taxi | 35010 | 0.00 |
| | | Subsistence | 47010 | 0.00 |
| | | PAYABLE | | £44.80 |
| 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. | | | | |