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Payroll Number			Travelling and Subsistence Claim month Ending			WYRE FOREST DISTRICT COUNCIL			Reg No.			
Name			Councillor			October			Make & Model for Car			
Marcus Hart						2 litre			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						
	Description	To			Qty	Miles	Time Absent	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount			
01/10/2014	Home to WFH and return		10	Briefing with Mike Parker and Tracey Southall			From To					
02/10/2014	Bromsgrove to Home		11	WRS - Bromsgrove Council House								
07/10/2014	Home to WFH and return		10	Cab/CLT								
08/10/2014	Home to Town Hall		8	Cab/CLT Briefing								
13/10/2014	Home to WFH and return		10	Appointments and Appeals meeting								
14/10/2014	Home to WFH and return		10	Group Leaders and Planning DC								
15/10/2014	Home to WFH and return		10	WF20 and Leader and Chief Exec Briefings								
16/10/2014	Home to WFH and return		10	Members Forum								
16/10/2014				Cabinet Away Afternoon (No mileage claimed)								
21/10/2014	Home to WFH and return		10	Corporate Briefing and Meeting with Chief Executive								
22/10/2014	Home to WFH and return		10	Working Group on Polling Stations								
23/10/2014	Home to WFH and return		10	Briefing with Chief Executive								
23/10/2014	Home to WFH and return		10	Wyre Forest Matters Board Meeting								
29/10/2014	Home to Town Hall and return		8	Corporate Briefing and Meeting with Chief Executive								
09/10/2014	Home to WFH and return		10	Overview and Scrutiny								
	TOTAL		137	TOTAL with additional Passengers								
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.	137 miles at 40p		54.80		Item		Code		£ 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.	0 miles at 5p		0.00		Mileage		37010		54.80			
	TOTAL £		£54.80		Train/Bus/Taxi		35010		4.80			
					Subsistence		47010		0.00			
PAYABLE										£59.60		
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.												

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