WYRE FOREST DISTRICT COUNCIL

Payroll Number		Travelling and Subsistence Claim month Ending		November		2014				Reg No.	[redacted]
Name	Marcus Hart			Councillor	C.C. Rating	2 litre				Make & Model for Car	[redacted]
										If car changed since previous claim state date	

Date	Details of Journey: Description From	Details of Journey: Description To	Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyre Forest District Council Employees)	Additional People Carried: Qty	Additional People Carried: Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
05/11/2014	Home to WFH and return		10	Briefing with the Chief Executive						
06/11/2014	Home to WFH and return		10	Overview and Scrutiny						
11/11/2014	Home to WFH and return		10	Group Leaders and Planning DC						
12/11/2014	Home to Bromsgrove		22	Northern Alliance Meeting at Bromsgrove Council House	1	22				
18/11/2014	Home to WFH and return		10	Briefing with the Chief Executive and with Linda Collis						
19/11/2014	Home to WFH and return		10	Meeting with LC and Chief Insp Bennett						
19/11/2014	Home to Bromsgrove and return		22	Worcestershire Leaders Board						
26/11/2014	Home to WFH and return		10	Briefing with Caroline Newlandsand other briefings and meetings						
27/11/2014	Home to Bromsgrove and return		22	WRS						
									TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
		TOTAL	126	TOTAL with additional Passengers		22			TOTAL £	£0.00

PAID
JAN 15 SALARIES

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount

Please do not add lines use a separate sheet if necessary

126	miles at 40p	50.40	
22	miles at 5p	1.10	
	TOTAL £	£51.50	

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.

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	51.50
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£51.50**

Approved (Authorised Signatory)	Louisa Bright

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"

Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.