

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	From			To	Qty	Miles	Time Absent	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
02.04.14		Home to Wyre Forest House	6	Council meeting						
03.04.14		Home to Wyre Forest House	6	Overview and Scrutiny Meeting						
07.04.14		Home to Wyre Forest House	6	Parking Enforcement Review Panel						
08.04.14		Home to Wyre Forest House	6	Planning Meeting						
15.04.14		Home to Wyre Forest House	6	Members Forum						
01.05.14		Home to Wyre Forest House	6	Overview and Scrutiny Meeting						
07.05.14		Home to Wyre Forest House	6	40th Birthday Photo shoot						
16.05.14		Stourport to Bewdley	6	Planning Site Visit						
20.05.14		Home to Wyre Forest House	6	Planning Meeting						
18.06.14		Home to Wyre Forest House	6	Council meeting	1	3				
19.06.14		Home to Wyre Forest House	6	Planning Meeting	1	3				
		TOTAL	66	TOTAL with additional Passengers			TOTAL £	£0.00		

PAID

July 14 Salary

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code	Item	Code	Amount
	Mileage	37010	26.70
	Train/Bus/Taxi	35010	0.00
	Subsistence	47010	0.00
PAYABLE			£26.70

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.

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.