

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	Rail fare, Bus Fare, Taxi Fare, Parking Fee	
03.10.16	Home to WFH	Home to WFH	8	Licensing					
04.10.16	Home to WFH	Home to WFH	8	Cabinet					
11.10.16	Home to WFH	Home to WFH	8	Cabinet Financial Strategy					
13.10.16	Home to WFH	Home to WFH	8	Members Forum					
14.10.16	Home to Green Street	Home to Green Street	4	Monthly Briefing					
18.10.16	Home to WFH	Home to WFH	8	Meeting with Leader					
18.10.16	Home to WFH	Home to WFH	8	Planning					
26.10.16	Home to Bewdley	Home to Bewdley	10	Cabinet/CLT Away Day					
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
<b>TOTAL</b>			62	TOTAL with additional Passengers					<b>£0.00</b>

**WYRE FOREST DISTRICT COUNCIL**

09 JAN 2017

**Please do not add lines use a separate sheet if necessary**

Office Only - Totals for each Expenditure Code	Item	Code	£	P
	Mileage	37010	24.80	
	Train/Bus/Taxi	35010	0.00	
	Subsistence	47010	0.00	
	<b>PAYABLE</b>		<b>£24.80</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.

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.