

WYRE FOREST DISTRICT COUNCIL		Reg No.	
WYRE FOREST DISTRICT COUNCIL		Make & Model for Car	
June 2017		If car changed since previous claim state date	
June 2017		3000	
C.C. Rating			
Directorate			
Cllr M J Hart			
Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)			
Miles			
Additional People Carried			
City			
Miles			
Subsistence and other expenses			
Rail fare, Bus Fare, Taxi Fare, Parking Fee			
Amount			
Time Absent			
From			
To			
Receipts must be kept for evidence			
TOTAL £		£8.00	
TOTAL		0	
TOTAL with additional Passengers		75	
TOTAL		TOTAL £	
TOTAL		£0.00	
Office Only - Totals for each Expenditure Code			
Item		Code	
Mileage		37010	
Train/Bus/Taxi		35010	
Subsistence		47010	
PAYABLE		£38.00	
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.			

WYRE FOREST DISTRICT COUNCIL
6 AUG 2017

PAID

££

AUG 17 SALARIES

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.

£38.00

PAYABLE

£38.00

£0.00

£30.00

8.00

0.00

£30.00

75 miles at 40p

0 miles at 5p

TOTAL £

£30.00

75

TOTAL with additional Passengers

TOTAL

£0.00

Office Only - Totals for each Expenditure Code

Item

Code

Mileage

37010

Train/Bus/Taxi

35010

Subsistence

47010

PAYABLE

£38.00

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.