

Payroll Number		WYRE FOREST DISTRICT COUNCIL			Reg No.	
Name		C.C. Rating			Make & Model for Car	
Cllr David Little		July 2017			if car changed since previous claim state date	
Directorate		2000				

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
18.06.17	Home to Worcester Cathedral		30	Worcestershire Civic Service					
19.06.17	Home to Bewdley		8	Armed Forces Flag Flying					
16.07.17	Home to Broadway		70	Wychavon Civic Service					
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
	TOTAL		108	TOTAL with additional Passengers					0

PAID

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Office Only - Totals for each Expenditure Code	Item	Code	£ p
	Mileage	37010	43.20
	Train/Bus/Taxi	35010	0.00
	Subsistence	47010	0.00
	PAYABLE		£43.20

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.
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.