

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 Qty Miles	Subsistence and other expenses	
	From	To				Time Absent From To	Rail fare, Bus Fare, Taxi Fare, Parking Fee
03.12.13	Home to Wyre Forest House	▶	4	CMT/Cabinet Meeting			
04.12.13	Home to Wyre Forest House	▶	4	Leader ref Cycle Forum			
05.12.13	Home to County Hall	▶	28	Health and Wellbeing meeting			
05.12.13	Home to Silverwoods	▶	4	Site Visit			
05.12.13	Home to Wyre Forest House	▶	4	Scrutiny			
10.12.13	Home to Wyre Forest House	▶	4	Planning Committee			
10.12.13	Home to County Hall	▶	28	West Mercia Police and Crime Panel			
16.12.13	Home to County Hall	▶	28	Leader & Karen Wright re H&W			
16.12.13	Home to Wyre Forest House	▶	4	Leader re Business Case			
17.12.13	Home to Wyre Forest House	▶	4	Group Leaders			
17.12.13	Bromsgrove District Council	▶	26	NWCSP Meeting			
18.12.13	Home to Wyre Forest House	▶	4	WC Community Safety Meeting			
19.12.13	Home to Wyre Forest House	▶	4	Leader - Business Case			
TOTAL			146	TOTAL with additional Passengers	0		TOTAL £ £0.00

PAID

GBP 14.

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:

Office Only - Totals for each Expenditure Code	Item	Code	£ p
	Mileage	37010	58.40
	Train/Bus/Taxi	35010	0.00
	Subsistence	47010	0.00
	PAYABLE		£58.40

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.