

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				
	From	To			Qty	Miles	Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount	
22.10.13	Bewdley to HQ	12	Cabinet Meeting								
19.11.13	Bewdley to HQ	12	Strategic Review Committee								
27.11.13	Bewdley to HQ	12	Full Council								
22.1.14	Bewdley to HQ	12	Meeting Tracey Southall								
28.1.14	Bewdley to HQ	12	Strategic Review Committee								
		0									
		0									
		0									
		0									
		0									
		0									
		0									
		0									
		0									
		0									
		0									
		0									
		TOTAL	60	TOTAL with additional Passengers					0	TOTAL £	£0.00

PAID

PAID Feb 14

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.

60 miles at 40 p		24.00				
0 miles at 5 p		0.00				
TOTAL £		£24.00				

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.

Office Only - Totals for each Expenditure Code		Code	£ p
Item			
Mileage	37010	24.00	
Train/Bus/Taxi	35010	0.00	
Subsistence	47010	0.00	
PAYABLE			£24.00

Receipts must be kept for evidence