

PAID

November 2013

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	Time Absent To	Parking Fee	
12.09.13	Home to Wyre Forest House		0	Overview and Scrutiny						£8.00
19.09.13	Home to Wyre Forest House		0	Members Forum						£7.70
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			0							
			0							
TOTAL			0	TOTAL with additional Passengers						£0.00

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.

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	0.00
Train/Bus/Taxi	35010	15.70
Subsistence	47010	0.00
PAYABLE		£15.70

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.