

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	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee
1.7.13	WF House		4	Briefing - JPC					
1.7.13	WF House		4	CMT/Cabinet					
3.7.13	Bromsgrove Artrix		26	Launch - Hate Incident Partnership					
3.7.13	WF House		4	Public Realm Meeting					
4.7.13	Bewdley - Leisure		4	Disabled Sports					
4.7.13	WF House		4	Reputation Management Workshop					
6.7.13	Stourport Sports Club		6	Opening of New Pitch					
9.7.13	WF House		4	Photo-Shoot Ref CHG/WFDC					
9.7.13	WF House		4	Planning Committee					
13.7.13	Kidderminster WF School		4	Disabled Swimming					
15.7.13	WF House		4	Community coherance					
16.7.13	WF House		4	Group Leaders Meeting					
16.7.13	Worcester County Hall		28	Health & Wellbeing					
18.7.13	WF House		4	Leisure Project/Lawrences Brief/Forum					
24.7.13	WF House		4	Full Council					
29.7.13	Green Street		4	Meeting - Linda Collis					
30.7.13	WF House		4	Meeting JPCampion					
30.7.13	WF House		4	CAT Meeting					
31.7.13	WF House		4	WF Operat Group (CSP)					
			0						
			124	TOTAL with additional Passengers					

PAID

September 13

Office Only - Totals for each Expenditure Code		Code	£ p
Item			
Mileage	37010		49.60
Train/Bus/Taxi	35010		0.00
Subsistence	47010		0.00
PAYABLE			£49.60

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.

Approved (Authorised Signatory) *A.R. Braithwaite* A.R. Braithwaite

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"

Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.

