

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
19/05/2013	6 Osborne Close	Kidd All Saints Wild	6	Launch of Book, The Baldwins, Burne-Jones and pre Raphaelite Glass			12.3pm			
19/05/2013	6 Osborne Close	Kidd St Marys Kidder	3	Compact Service, St.Marys and Trinity Methodist			3pm	5pm		
20/05/2013	6 Osborne Close	Kiddminster Rock	21	Presentation of long service award by Parish Council with Cllr Mike Price	1	21	6pm	8.30pm		
22/05/2013	6 Osborne Close	Kidd Town Hall	3	Kiddminster Mayor Making			6pm	10.00pm		
24/05/2013	6 Osborne Close	Civic Centre	11	Stourport Mayoral Reception with Cllr Mike Price	1	11	7pm	10.30pm		
02/06/2013	6 Osborne Close	Civic Centre	11	Rock and Roll in the Park	1	11	9.30 am	11.50am		
05/06/2013	6 Osborne Close	Kiddminster Hospita	4	League of Friends AGM			7pm	9.30pm		
01/06/2013	6 Osborne Close	Tesco Kiddminster	3	Carnival Duck Race with Cllr Mike Price	1	3	3.30pm	5pm		
08/06/2013	6 Osborne Close	Bewdley Leisure centre	8	Bewdley Carnival with Cllr Tim Ingham	1	8	9.45am	5pm		
09/06/2013	6 Osborne Close	Bewdley	8	Bewdley Mayor's Sunday			10 am	12.30pm		
09/06/2013	6 Osborne Close	Worcester Cathedral	34	Choral Evensong with Cllr Tim Ingham	1	34	3pm	7pm		
			0							
			0							
			0							
			0							
07/06/2013	6 Osborne Close	Worcester Cathedral	34	Laying Up of Colours with Cllr Mike Price	1	34	1pm	4pm		
15/07/2013	6 Osborne Close	Blackwell Campsite	56	Girl Guiding Worcs Showcase			12pm	5.30pm		
21/06/2013	6 Osborne Close	Ludlow	70	Ludlow Festival Opening Night with Cllr Mike Price	1	70	5.30pm	11.45pm		
22/06/2013	6 Osborne Close	Brinton Park	4	Kiddminster Carnival with Cllr Mike Price	1	4	11.15am	5pm		
			0							
			276	TOTAL with additional Passengers		196				
Please do not add lines use a separate sheet if necessary										

PAID

September 13 1

Receipts must be kept for evidence

Office Only - Totals for each Expenditure Code		Code	£ p
Item			
Mileage	37010		120.20
Train/Bus/Taxi	35010		0.00
Subsistence	47010		0.00
TOTAL £			£0.00

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.

PAYABLE

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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 Cllr Fran Oborski A.R.Braithwaite

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

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	Amount
23/06/2013	6, Osborne Close	Worcester Cathedral	34	Worcester Mayor's Service with Cllr Mike Price	1	34	9.15am	12.30 pm		
24/06/2013	6, Osborne Close	Kidd Town Hall	3	Armed Forces Flag Raising			9.15am	11.30am		
03/07/2013	6, Osborne Close	Kidd Town Hall	3	Under 5s Fun Day			9.30 am	12.00pm		
03/07/2013	6, Osborne Close	Bewley Guildhall	8	Bike Ride for Charly			12.30pm	2.45pm		
04/07/2013	6, Osborne Close	Bewley Leisure Cer	8	Disabled Sports Event			9.30am	12.30pm		
04/07/2013	6, Osborne Close	Gainsborough House	5	Mayor of Bewley Charly Night with Cllr Mike Price	1	5	7pm	10.30pm		
06/07/2013	6, Osborne Close	Stourport Sports Club	10	AstroTurf Openig			9am	10.15am		
10/07/2013	6, Osborne Close	Parkside Bromsgrove	24	Worcs Nhs Trust AGM			6pm	9pm		
13/07/2013	6, Osborne Close	Old Beams Stourport	11	Mayor of Stourport Boat Trip with Cllr Mike Price	1	11	11am	2.30 pm		
20/07/2013	6, Osborne Close	Bodenham Arboretum	8	Chairman's Charly BBQ			4pm	10.45 pm		
23/07/2013	6, Osborne Close	County Hall	40	Citizenship Ceremony			9am	12.30pm		
			0							
			0							
			0							
			0							
			0							
26/07/2013	6, Osborne Close	Worcester Guildhall	34	Mayor of Worcester Inaugural Banquet with Cllr Mike Price	1	34	6pm	11.45pm		
31/07/2013	6, Osborne Close	Baxter Church Kidd	3	Food Bank AGM			7pm	9pm		
09/08/2013	6, Osborne Close	Kidd Town Hall	3	KAF Launch			5pm	7.30 pm		
			0							
			0							
			194	TOTAL with additional Passengers		84				
Please do not add lines use a separate sheet if necessary										

PAID

September 12

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		Code	£ p
Item			
Mileage	37010		81.80
Train/Bus/Taxi	35010		0.00
Subsistence	47010		0.00
PAYABLE			£81.80

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 Cllr Fran Oborski/Approved (Authorised Signatory) A.R. Braithwaite
 Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.