

Payroll Number	WYRE FOREST DISTRICT COUNCIL		2013	Reg No.	
Name	S J Clee		July	Make & Model for Car	
	Travelling and Subsistence Claim month Ending		C.C. Rating	If car changed since previous claim state date	
	Directorate				
	WYRE FOREST DISTRICT COUNCIL				
	Purpose and Passengers Carried				
	(5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)				
	Miles				
	Additional People Carried				
	Qty				
	Miles				
	Time Absent				
	From				
	To				
	Subsistence and other expenses				
	Rail fare, Bus Fare, Taxi Fare, Parking Fee				
	Amount				
	TOTAL £		£0.00		
Receipts must be kept for evidence					
	Time Absent				
	From				
	To				
	Subsistence, Breakfast, Lunch Etc				
	Amount				
	TOTAL £		£0.00		
Office Only - Totals for each Expenditure Code					
	Item	Code	£ p		
	Mileage	37010	98.40		
	Train/Bus/Taxi	35010	0.00		
	Subsistence	47010	0.00		
<b>PAYABLE</b>			<b>£98.40</b>		
<p>I submit this form electronically to my authorised officer and confirm:</p> <p>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.</p> <p>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.</p>					
<p><b>Please do not add lines use a separate sheet if necessary</b></p> <p>TOTAL 246 miles at 40 p 98.40</p> <p>0 miles at 5 p 0.00</p> <p>TOTAL £ £98.40</p> <p>TOTAL with additional Passengers</p>					
<p>The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.</p> <p>Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to "Wyre Forest Payroll"</p>					
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.					

PAID

DUG-13