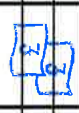


WYRE FOREST DISTRICT COUNCIL		2013		Reg No.	
March 2013		2013		Make & Model for Car	
C.C. Rating		1700		if car changed since previous claim state date	
Directorate		Member			
Cllr Cliff Brewer					

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	Time Absent	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount		
07.02.13	Home to Kidderminster		12	Overview & Scrutiny							
12.02.13	Home to Kidderminster		12	Planning							
18.02.13	Home to Kidderminster		12	Licensing							
21.02.13	Home to Kidderminster		12	Overview & Scrutiny							
27.02.13	Home to Kidderminster		12	Full Council							
07.03.13	Home to Kidderminster		12	State of Area Debate							
13.03.13	Home to Kidderminster		12	Special Council							
25.03.13	Home to Kidderminster		12	Parish Forum							
			0								
			0								
			0								
			0								
			0								
			0								
			0								
			0								
			0								
			0								
TOTAL				96	TOTAL with additional Passengers					£0.00	
Please do not add lines use a separate sheet if necessary											
Office Only - Totals for each Expenditure Code											
		Item	Code	£ p							
		Mileage	37010	38.40							
		Train/Bus/Taxi	35010	0.00							
		Subsistence	47010	£38.40							
									PAYABLE	£38.40	



DOT 173

Receipts must be kept for evidence

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.

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