Payroll Number		Travelling and Subsistence Claim month Ending	sistence Cla	im month Ending	nding September 2013	2013		Make & Model for Car		
	Cllr Rose Bishop		Directorate		C.C. Rating			If car changed since previous claim state date	vlous claim state date	
	Details of Journey	Journey			Purpose and Passengers Carried		Additional		Subsistence and other expenses	
Date	Description	ition	Miles	(5p per mile may be ch	(5p per mile may be claimed for Passenagers who are Wyre Forest District Council	re Forest District Council	People Carried	ed Time Absent	Rail fare, Bus Fare, Taxi Fare,	Amount
	From	То			Employees)		Qty Miles	es From To	Parking Fee	7
12.09.13	Home to Wyre Forest House			Overview and Scrutiny			_	П	Taxi Fare	£8.00
19.09.13	to Wyre	louse	0						Taxi Fare	£7.70
		4	0							
		1	0							
		1	0							
		4	0							
		4	0							
		1	0							
		4	0							
		1	0							
		4	0		世					
		4	0		13				TOTAL £	£15.70
		1	0		No	106-radman	ע	Receipts must be	Receipts must be kept for evidence	
		<u> </u>	0				-	Time Absent	Subsistence Breakfast Lunch Etc	Etc Amount
		1	0					From To		
		1	0							
							_			
		1					-			
							-		TOTAL	50.00
		TOTAL	0	I O I AL With additional Passengers	al Passengers			C	IOIALE	20.00
lease do not	Please do not add lines use a separate sheet if necessary	eparate sheet if	necessary							
								Office Only - Tota	Office Only - Totals for each Expenditure Code	Code
submit this fo	submit this form electronically to my authorised officer and confirm:	my authorised o	fficer and co	onfirm:	0 miles at 40 p	0.00		Item	Code	rt.
) the above	a) the above details are a correct record of official journeys and that	ct record of offi	cial journey	/s and that	0 miles at 5 p	0.00		Mileage	37010	0.00
of been prev	experiditare rias actually been incurred on subsistence cialined and rias	icuired oil sub	Sisterice Ci	allifed and has	TOTAL £	€0.00		Train/Bus/Taxi	35010	15.70
) During the	period of this clain	n the vehicle v	vas insure	d and had a valid	, that	business use was		Subsistence	47010	0.00
specified on produce thes	specified on the certificate of insurance and that I held a current driving license . produce these documents if requested by WFDC.	surance and thus a light surance and the lig	nat I held a DC.	current driving li		I acknowledge I have 21 days to		PAYABLE		£15.70
					The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.	y must type their nar	ne in the b	oox to certify the jour	rneys, mileage and expe	nses claim
pproved (Author	Approved (Authorised Signatory)	Ouisa Bright			down m	nu under "OFFICE E	"NOTTU	(Top left hand corne	enu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to	nd, e-mail to
A. C. C. C. C. C. C. C. C.					П					