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t, e-mail to	Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to "Wyre Forest Payroll"	p left hand corner	JTTON" (To	er "OFFICE BU	enu und	Using the drop down m "Wyre Forest Payroll"	Using th "Wyre F				Louisa Bright	Approved (Authorised Signatory)	pproved (Autho
ses claime	The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.	to certify the journ	e in the box	type their nam	bry must	horised Signato	The Authorised are reasonable.						
£16.80		PAYABLE								DC.	ested by WF	produce these documents if requested by WFDC	roduce thes
0.00	47010	Subsistence		have 21 days to		ertificate, that business use wa I acknowledge I have 21 days to	d MOT c	had a val iont driving	ured and d a curre	was ins	surance and t	b) During the period of this claim the vehicle was insured and had a valid MOT certificate, that specified on the certificate of insurance and that I held a current driving license. I acknowledge) During the pecified or
0.00	35010	Train/Bus/Taxi		£16.80		TOTAL £						not been previously reimbursed.	ot been pre
16.80	37010	Mileage		0.00		miles at 5 p	0	that and has	neys and claimed	icial jour	t record of off curred on sub	 a) the above details are a correct record of official journeys and that expenditure has actually been incurred on subsistence claimed and has) the above xpenditure
m	Code	Item		16.80		miles at 40 p	42		d confirm:	officer ar	ny authorised	submit this form electronically to my authorised officer and confirm:	submit this f
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							<u>e</u>	Parking Review Panel	6 Parkin		ter	Stourport to Kidderminster	21.10.13
								Depot Briefing	6 Depot		ter	Stourport to Kidderminster	17.10.13
							t Staff	Opportunities to Meet Staff	6 Opport		ter	Stourport to Kidderminster	16.10.13
							ing	Leisure Centre Meeting	6 Leisure		ter	Stourport to Kidderminster	14.10.13
								Planning Committee	6 Plannii		ter	Stourport to Kidderminster	08.10.13
							er	Meeting with Ian Miller	6 Meetin		ter	Stourport to Kidderminster	07.10.13
							ny Meeting	Overview and Scrutiny Meeting	6 Overvi		ter	Stourport to Kidderminster	03.10.13
Allouit	Parking Fee	From To	Qty Miles			Employees)					То	From	
	Rail fare, Bus Fare, Taxi Fare,	Time Absent	Additional People Carried	d yre Forest District Council		Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyr	Purpose claimed for Pa	per mile may be		Miles	ion	Description	Date
	Subsistence and other expenses	<u></u>									ournev	Details of Journey	
	ious claim state date	If car changed since previous claim state date			1700	C.C. Rating			ate	Directorate		Cllr Cliff Brewer	Name
 		Make & Model for Car		2013		October 2013		th Ending	Claim mor	bsistence	Travelling and Subsistence Claim month Ending		Payroll Number
							WINE ONES DISTRICT COORDIE						