					roll"	"Wyre Forest Payroll"	Approved (Authorised Signatory) Louisa Bright "Wyre Forest Payroll"			Louisa Bright		Approved (Authorised Signatory)
, e-mail to	under "OFFICE BUTTON" (Top left hand comer of screen), choose send, e-mail to	p left hand comer	JTTON" (To	der "OFFICE BI		Using the drop down menu	Usin					
ses claimed	The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.	to certify the jour.	e in the box	st type their nam	gnatory mus	The Authorised Signare reasonable.	The are n					
£17.60		PAYABLE								sted by WFDC	produce these documents if requested by WFDC	produce these d
0.00	47010	Subsistence		ess use was e 21 days to	at busines tge I have 2	ertificate, the lacknowled	valid MOT co	and had a urrent driv	s insured	ne vehicle wa	b) During the period of this claim the vehicle was insured and had a valid MOT certificate, that busing specified on the certificate of insurance and that I held a current driving license. I acknowledge I have	o) During the pe specified on the
0.00	35010	Train/Bus/Taxi		£17.60		TOTAL £					reimbursed.	been previously reimbursed
17.60	37010	Mileage		0.00	P	0 miles at 5 p	as not	ned and ha	al journeys stence clair	rred on subsis	 a) the above details are a correct record of official journeys and that a) the above details are a correct record of official journeys and that 	a) the above det expenditure has
en en	Code	Item		17.60	0 p	44 miles at 40 p		ıfirm:	cer and cor	authorised office	submit this form electronically to my authorised officer and confirm	submit this form
òde	Office Only - Totals for each Expenditure Code	Office Only - Total										
									ecessary	ate sheet if no	Please do not add lines use a separate sheet if necessary	lease do not ac
₹0.00	TOTAL £		0			sengers	TOTAL with additional Passengers	44 TOTAL with		TOTAL		
								0		14		
								0		la		
								0		141		
				Į.				0 0				
				3	2							
Amount	Subsistence, Breakfast, Lunch Etc	To To				E	arnival	5 Stourport Carnival		ula	Stourport to Home	7.09.13
	kept for evidence	Receipts must be kept for evidence				7.	amival			1	Home to Stourport	7.09.13
£0.00	TOTAL £					S	Council - Signing Documents			14	WFH to Home	30.08.13
						S	Council - Signing Documents	3 Council - Sig		la	Home to WFH	30.08.13
							udo Event	2 Japanese Judo Event		•	Kidderminster to Home	24.08.13
							udo Event	2 Japanese Judo Event			Home to Kidderminster	24.08.13
						S	Council - Signing Documents	3 Council - Siç		la l	WFH to Home	23.08.13
						s)	Council - Signing Documents	3 Council - Sig) a	Home to WFH	23.08.13
						G)	Council - Signing Documents	3 Council - Sig		hal	WFH to Home	16.08.13
						w	Council - Signing Documents	3 Council - Sig		l •	Home to WFH	16.08.13
								3 Full Council] •	WFH to Home	24.07.13
								3 Full Councit		14	Home to WFH	24.07.13
							orum	3 Members Forum		1	WFH to Home	18.07.13
							orum	3 Members Forum		I	Home to WFH	18.07.13
	Parking Fee	From To	Qty Miles			Employees)				То	From	
Amount	Rail fare, Bus Fare, Taxi Fare,	Time Absent	People Carried		o are Wyre Fores	or Passenagers wh	(5p per mile may be claimed for Passenagers who are Wyre Forest District Council	(5p per mil	Miles	ion	Description	Date
	Subsistence and other expenses	S	Additional		s Carried	Purpose and Passengers Carried	Purpo			ourney	Details of Journey	
	lous claim state date	If car changed since previous claim state date	4		2000	C.C. Rating	ŭ		Directorate	9 4 10 10	Daniel McCann	
		Make & Model for Car	v	2013			ndina	aim month Er	hsistence CI	Travelling and Subsistence Claim month Ending		Payroll Number
						THE PROPERTY OF	ALLIE CONTO DIGITION COCHOIC	-				