e-mail to	Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to	op left hand corner	OTTON" (T	er "OFFICE B	enu und	"Wyre Forest Payroll"	"Wyre F				Louisa Bright	Approved (Authorised Signatory) Louisa Bright "Wyre Forest Payroll"	pproved (Autho
es claime	ry must type their name in the box to certify the journeys, mileage and expenses claimed	to certify the journ	e in the bo	type their nam	ry must	Signato	The Authorised are reasonable.						
£30.40		PAYABLE		E S						Ö.	uested by WF	produce these documents if requested by WFDC	roduce thes
0.00	47010	Subsistence		business use was to have 21 days to		ertificate, that business use wa	lid MOT c	had a va	sured and	was ir	n the vehicle	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 on
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	Parking Fee	From To	Oty Miles			Employees)					То	From	
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Payroll Number		Travelling and Subsistence Claim month Ending	sistence Clai	m month Ending	2013		2013	Make & Model for Car		
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	Details of Journey	иглеу			Purpose and Passengers Carried		Additional		Subsistence and other expenses	
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02.09.13	Home to WFH	1	4	Health & Wellbeing Meeting	leeting		_	П		
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04.09.13	Home to WFH	1	4	Group Leaders						
09.09.13	Home to Stourvale	4	6	Residents Consult/Springfield Inspection	ringfield Inspection					
16.09.13	Home to WFH	4	4	Kay Higman re Leisure Centres	e Centres					
17.09.13	Home to Bromsgrove	1	26	N Worcs CSP						
17.09.13	Home to WFH	1	4	4 Cabinet						
18.09.13	Home to WFH	1	4	Fairtrade AGM						
19.09.13	Home to WFH	4	4	4 Members Forum						
24.09.13	Home to Bewdley	4	4	4 Bewdley Museum Management	nagement					
25.09.13	Home to WFH	1	4	Community Sagety/CATS Meet	ATS Meet					
25.09.13	Home to WFH	1	4	4 Full Council					TOTAL £	€0.00
26.09.13	Home to Bewdley	1	4	CMT/Cabinet Away Day - St Georges Hall)ay - St Georges Hall			Receipts must be	kept for evidence	
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roduce the	specified on the certificate of insurance and that I held a current driving license , produce these documents if requested by WFDC.	surance and th Jested by WFD	at I held a)C.	current driving		I acknowledge I have 21 days to		PAYABLE		£30.40
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provid (Auth	Approved (Authorized Signator)	Ouisa Bright			Using the drop down me	nu under "OFFICE	BUTTON"	(Top left hand corne	Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to	d, e-mail to