77-17-				TYV	NE POREST DIS	WIKE FUKESI DISTRICT COUNCIL				Keg No.			-
Payroll Number		Travelling and Subsistence Claim month Ending	istence Clain	n month Endi	ing	31.07.2013		2013		Make & Model for Car	Car	Ś	
			Directorate	CIIT		C.C. Rating	1800			If car changed since	If car changed since previous claim state date	e date	
	& Cabinet Member								1				
	Details of Journey	Journey			Puri	Purpose and Passengers Carried	ă		Additional	1	Subsistence and other expenses	other expenses	7
Date	Description	ption	Miles	(5p per mile i	may be claimed	(5p per mile may be claimed for Passenagers who are Wy		re Forest District Council	People Carried	Time Absent		Rail fare, Bus Fare, Taxi Fare,	
	From	To				Employees)			Qty Miles	From	°		Amount
1.7.13	WF House	4	4 6	Briefing - JPC		The second second			_	T			Į
1.7.13	WF House	4	4	4 CMT/Cabinet			āli V						
3.7.13	Bromsgrove Artrix	4	26 L	Launch - Hate Incident Partnership	Incident Parti	nership							
3.7.13	WF House	•		Public Realm Meeting	Meeting								
4.7.13	Bewdley - Leisure	4	40	Disabled Sports	S					# W			
4.7.13	WF House	4	4 F	Reputation Management Workshop	nagement W	orkshop	2	リトニ	Ų			A CALLEGE STATES	
6.7.13	Stourport Sports Club	•	60	Opening of New Pitch	w Pitch		7						
9.7.13	WF House	4	4 F	Photo-Shoot Ref CHG/WFDC	Ref CHG/WFD	č	4	1					
9.7.13	WF House	4	4	4 Planning Committee	mittee		000	るとうか	07 12				
13.7.13	Kidderminster WF School	loor	4 [4 Disabled Swimming	ming								
15.7.13	WF House	•	4 (Community cogemance	gernance		10.00						
16.7.13	WF House	4	4 (4 Group Leaders Meeting	s Meeting						TOTAL £		£0.00
16.7.13	Worcester County Hall	4	28	Health & Wellbeing	being		2000			Receipts mu	Receipts must be kept for evidence	vidence	
18.7.13	WF House	T	4 L	Leisure Project/Lawrences Brief/Forum	t/Lawrences I	Brief/Forum				Time Absent		Subsistance Breakfast Lunch Etc	Amount
24.7.13	WF House	1	4 F	4 Full Council						From	То		
29.7.13	Green Street	1	4 1	4 Meeting - Linda Collis	a Collis								
30.7.13	WF House	_	4 N	4 Meeting JPCampion	mpion								
30.7.13	WF House	4	4 (CAT Meeting									
31.7.13	WF House	•	4 1	4 WF Operat Group (CSP)	oup (CSP)								
		1											
		IOIAL		OTAL WITH additional Passengers	Idditional Fat	Seligers				lc	IOIAL		20.00
lease do no	Please do not add lines use a separate sheet if necessary	eparate sheet if n	necessary										
in in										Office Only -	Totals for each	Office Only - Totals for each Expenditure Code	ode
submit this fo	submit this form electronically to my authorised officer and confirm:	my authorised off	icer and cor	nfirm:		124 miles at 40 p		49.60		Item	Code		£
the above	a) the above details are a correct record of official journeys and that	ct record of offici	al journeys	and that		0 miles at 5 p		0.00		Mileage	37010		49.60
of been pre	not been previously reimbursed	licalied off sabs	stelline cial	all d	<u> </u>	TOTAL £		£49.60		Train/Bus/Taxi	35010		0.00
) During the	b) During the period of this claim the vehicle was insured and had a valid MOT certificate, that business use was	m the vehicle wa	as insured	and had a	valid MO	T certificate, that	busines	s use was		Subsistence	47010		0.00
roduce thes	specified on the certificate of insurance and that I held a current driving license . I acknowledge produce these documents if requested by WFDC.	nsurance and tha quested by WFD(at I held a c C.	surrent driv	ving licen	se. I acknowledge		I have 21 days to		PAYABLE	'n		£49.60
C_{i}	Henry .				The are I	The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.	ry must ty	/pe their name	e in the bo	ox to certify the	journeys, mile	age and expens	ses claime
pproved (Autho	Approved (Authorised Signatory)	A R Braithwaite			Usir	Using the drop down menu under "OFFICE BUTTON" (Top left hand comer of screen), choose send, e-mail to "More Forest Payroll"	enu unde	r "OFFICE BU) "NOTT	op left hand c	orner of screer), choose send,	, e-mail to
1							-	San					

			A STATE OF THE PERSON NAMED IN		on lired	naumant is ru	anth in which	a 6th of the mi	or hafora th	- L L. D	laims must be seed to	form the second
e-mail to	enu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to	left hand comer	ITTON" (Top	ler "OFFICE BL	menu unc	Using the drop down many "Wyre Forest Payroll"	"Wyre F			\.R.Braithwaite	Approved (Authorised Signatory) A.R.Braithwaite Using the drop down model in the control of th	pproved (Autho
s claime	The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.	o certify the journ	in the box	type their name	tory must	norised Signa onable.	The Authorised are reasonable.	S. Carlot				
£18.00		PAYABLE							Ω	uested by WFD	produce these documents if requested by WFDC	produce thes
0.00	47010	Subsistence	(0)	business use was I have 21 days to	at busin o de I have	ertificate, that acknowled	alid MOT co	and had a v.	as insurec at I held a c	the vehicle was surance and that	 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) During the pecified on
0.00	35010	Train/Bus/Taxi		£18.00		TOTAL £					not been previously reimbursed.	ot been pre
18.00	37010	Mileage	7	0.00		miles at 5 p		s and that med and has	ial journeys stence cla	t record of offici	 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
d 33	Code	Item		18.00		45 miles at 40 p	46	nfirm:	icer and co	ny authorised off	submit this form electronically to my authorised officer and confirm:	submit this fo
de	Office Only - Totals for each Expenditure Code	Only - Tota										
									necessary	parate sheet if r	Please do not add lines use a separate sheet if necessary	lease do no
£0.00	TOTAL £	10 may 10	0			gers	itional Passen	TOTAL with additional Passengers	45	TOTAL		
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						Control of the last	10000			4		
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		From To							0	14		
Amount	Subsistence, Breakfast, Lunch Etc	Time Absent							0	1		
	Receipts must be kept for evidence	Receipts must be	F						0	4		T.
£0.00	TOTAL £				8				0	4		
										4		
							and Miller	Meet J Campion and I Miller		4	Home to WF House	30.08.13
		The second second	ינו	20000	8		rishes - pm	CAT Meetings Parishes - pm	4	4	Home to WF House	29.08.13
							rishes - am	CAT Meetings Parishes - am		4	Home to WF House	29.08.13
					厂		4 0	Leisure Tour	5	4	Home to Glades	21.08.13
			7	EIIII	1		LEP	4 Meet CE - Worcs LEP	4	•	Home to WF House	19.08.13
				-			tee	Planning Committee	4		Home to WF House	13.08.13
			H					6 Public Forum	6	erminster	Home to Stourvale, Kidderminster	12.08.13
S	THE RESERVE		1					KAF Launch	4	Town Hall	Home to Kidderminster Town Hall	09.08.13
								Event - Play Day	6	orial Park	Home to Stourport Memorial Park	07.08.13
							eeting	Leisure Project Meeting	4	4	Home to WF House	05.08.13
All Court	Parking Fee	From To	Qty Miles			Employees)				То	From	
	Rall fare, Bus Fare, Taxi Fare,	Time Absent	People Carried		ried Wyre Forest	Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyre Forest District Council	Purpose a be claimed for Pa	(5p per mile may	Miles	ion	Description	Date
	Subsistence and other expenses	S	Additional							ourney	Details of Journey	
	ous claim state date	If car changed since previous claim state date	-		1800	C.C. Rating			Directorate		Cllr lan Hardiman	Nаme
		Make & Model for Car	×	2013		31.08.13		n month Ending	istence Clair	Travelling and Subsistence Claim month Ending		Payroll Number