The second secon				d.	n payment is required.	onth in which	e 6th of the m	or before th	Please note claims must be received by Payroll on or before the 6th of the month in which payment is req	laims must be rece	Please note
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"	op left hand corner	TTON" (T	under "OFFICE BL	"Wyre Forest Payroll"	Using th "Wyre F			A.R. Braithwaite	Approved (Authorised Signatory)	Approved (Auth
es claimec	The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.	x to certify the journ	in the bo	ust type their name	horised Signatory m sonable.	The Authorised are reasonable.					
£16.00		PAYABLE						Ω	quested by WFD0	produce these documents if requested by WFDC	produce the
0.00	47010	Subsistence		business use was have 21 days to		alid MOT c ng license.	l and had a v current drivin	as insurec at I held a c	m the vehicle wansurance and that	 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 	b) During the specified or
16.00	35010	Train/Bus/Taxi		£0.00	TOTAL £				д.	not been previously reimbursed	not been pre
0.00	37010	Mileage		0.00	0 miles at 5 p		s and that imed and has	al journeys	ect record of offici incurred on subsi	 a) the above details are a correct record of official journeys and that expenditure has actually been incurred on subsistence claimed and has 	 a) the above expenditure
£ 0	Code	Item		0.00	0 miles at 40 p		nfirm:	icer and co	my authorised offi	submit this form electronically to my authorised officer and confirm:	I submit this t
)de	Office Only - Totals for each Expenditure Code	Office Only - Total									
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£0.00	TOTAL £		0		1gers	litional Passer	TOTAL with additional Passengers	0	TOTAL		
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Amount	Rall fare, Bus Fare, Taxi Fare, Parking Fee	lime Absent	-1 2	re Forest District Council	(5p per mile may be claimed for Passenagers who are Wyre Fo Employees)	y be claimed for Pa	(5p per mile ma)	Miles	ı	Description	Date
	Subsistence and other expenses	П	Additional		Purpose and Passengers Carried	Purpose		4	Journey	Details of Journey	
					100						151 St. 151
	ous claim state date	If car changed since previous claim state date			C.C. Rating			Directorate	9	Tracey Onslow	Name
		Make & Model for Car	ų.	2013	September 2013		n month Ending	istance Clair	Travelling and Subsistence Claim month Ending		Payroll Number
		Neg No.			COUNCIL	WYKE FOREST DISTRICT COUNCIL	TAL AA				