

Payroll Number	WYRE FOREST DISTRICT COUNCIL		2013	Reg No.	
Name	V M Higgs		May 2013	Make & Model for Car	
	Directorate	C.C. Rating		if car changed since previous claim state date	
Travelling and Subsistence Claim month Ending					

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)		Additional People Carried		Subsistence and other expenses		
	From	To		Qty	Miles	Time Absent From	To	Substance, Bus Fare, Taxi Fare, Parking Fee	Amount	
17.01.13	Home to Wyre Forest House	Home to Wyre Forest House	9	Members Forum						
07.02.13	Home to Wyre Forest House	Home to Wyre Forest House	9	O&S						
21.02.13	Home to Wyre Forest House	Home to Wyre Forest House	9	O&S						
27.02.13	Home to Wyre Forest House	Home to Wyre Forest House	9	Council						
06.03.13	Home to Wyre Forest House	Home to Wyre Forest House	9	Reputation Training Workshop						
13.03.13	Home to Wyre Forest House	Home to Wyre Forest House	9	Special Council						
14.03.13	Home to Wyre Forest House	Home to Wyre Forest House	9	O&S						
20.03.13	Home to Wyre Forest House	Home to Wyre Forest House	9	No surprises						
03.04.13	Home to Wyre Forest House	Home to Wyre Forest House	9	Members Forum						
04.04.13	Home to Wyre Forest House	Home to Wyre Forest House	9	O&S						
18.04.13	Home to Wyre Forest House	Home to Wyre Forest House	9	Travellers Issues Mitg						
29.04.13	Home to Wyre Forest House	Home to Wyre Forest House	9	O&S						
08.05.13	Home to Wyre Forest House	Home to Wyre Forest House	9	CIL Workshop						
08.05.13	Home to Wyre Forest House	Home to Wyre Forest House	9	Electoral Review Briefing						
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			TOTAL	126	TOTAL with additional Passengers			0	TOTAL £	£0.00

PAID

£ 50.40

July 2013

Office Only - Totals for each Expenditure Code		Code	Amount
Item	Mileage	37010	50.40
	Train/Bus/Taxi	35010	0.00
	Subsistence	47010	0.00
<b>PAYABLE</b>			<b>£50.40</b>

I submit this form electronically to my authorised officer and confirm:

a) the above details are a correct record of official journeys and that expenditure has actually been incurred on subsistence claimed and has not been previously reimbursed.

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 produce these documents if requested by WFDC.

The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.

Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to "Wyre Forest Payroll"

Approved (Authorised Signatory) A.R.Braithwaite

Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.