

Payroll Number	WYRE FOREST DISTRICT COUNCIL	Reg No.	
Name	Clir Cliff Brewer	Make & Model for Car	
Directorate	December 2012	If car changed since previous claim state date	
Travelling and Subsistence Claim month Ending	2013		
C.C. Rating	1700		

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	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee
10/12/2012	Stourport to Manchester		112	LGA Leadership Academy: Leading Delivery of Growth					
12/12/2012	Manchester to Stourport		111	Return Journey				Car Parking	£20.00
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
			0						
TOTAL			223	TOTAL with additional Passengers	0	TOTAL £ £20.00			

PAID
Feb 13

Receipts must be kept for evidence

Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
From	To		
TOTAL		TOTAL £	£0.00

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code			
Item	Code	£	P
Mileage	37010	89.20	
Train/Bus/Taxi	35010		20.00
Subsistence	47010		0.00
PAYABLE			#####

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) Penny Williams

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