

[illegible][illegible]

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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	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
07/01/2014	Home to WFH and return	>	10	Cab/CMT					
09/01/2014	Home to WFH and return	>	10	Scrutiny					
14/01/2014	Home to WFH and return	>	10	Planning DC					
21/01/2014	Home to WFH and return	>	10	Cabinet					
22/01/2014	Home to WFH and return	>	10	Briefing with Linda Collis					
23/01/2014	Home to WFH and return	>	10	Members Forum					
		> 10							
		> 10							
		>							
		>							
		>					TOTAL £	£0.00	

Receipts must be kept for evidence

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Please do not add lines use a separate sheet if necessary

	TOTAL	60	TOTAL with additional Passengers							0	TOTAL £	£0.00	
Please do not add lines use a separate sheet if necessary													
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.							60 miles at 40 p		24.00	Item	Code	£ p	
							0 miles at 5 p		0.00	Mileage	37010	24.00	
							TOTAL £		£24.00	Train/Bus/Taxi	35010	0.00	
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.										Subsistence	47010	0.00	
										PAYABLE			£24.00

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

Approved (Authorised Signatory)	Louisa Bright					
"Wyre Forest Payroll"						
Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.						