

Payroll Number	WYRE FOREST DISTRICT COUNCIL	Reg No.	
Name	Clr Ian Hardiman	Make & Model for Car	
Directorate	1800	If car changed since previous claim state date	
Travelling and Subsistence Claim month Ending	29.02.16		
	C.C. Rating		

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		Amount
	From	To				Time Absent	From	
02.02.16	Home to WFH		4	Leader Briefing/ Meeting with Blakedown Parish Council				
02.02.16	Home to Chaddesley Corbett		16	Road Safety Meeting with Dave Hunter and Cllr S Clew				
05.02.16	Home to Chaddesley Corbett		16	Tanwood Lane Road Safety - K Huizer				
09.02.16	Home to WFH		4	Group Leaders/Cabinet				
10.02.16	Home to Stourport		10	Meet Caravan Park Rep re Travellers				
10.02.16	Home to WFH		4	Meeting with Leader and S Clew				
11.02.16	Home to WFH		4	Eastern Gateway Workshop				
11.02.16	Home to Stone		4	Planning Site Visit				
12.02.16	Home to Green Street		4	Briefing with Linda Collis				
15.02.16	Home to WFH		4	Meeting with Louisa Bright				
16.02.16	Home to Green Street		4	Corporate Briefing				
16.02.16	Home to WFH		4	Pre Council and Sub for Planning				
17.02.16	Home to Blakedown		14	River watercourse problems				
17.02.16	Home to Town Hall/WFH		8	Corporate Briefing				
17.02.16	Home to WFH		4	Brinton Park HLF Meeting/Ortus Meeting and Meeting with Parish Chairmen				
18.02.16	Home to WFH		4	CLT/Cabinet LD Plan				
22.02.16	Home to Green Street		4	Linda Collis - Depot Report				
23.02.16	Home to WFH		4	CLT/Cabinet				
24.02.16	Home to WFH		4	Meeting with Leader and Linda Collis, Pre Council and Full Council				
			0					
			120	TOTAL with additional Passengers				
<b>Please do not add lines use a separate sheet if necessary</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.

Office Only - Totals for each Expenditure Code	Item	Code	£ p
	Mileage	37010	48.00
	Train/Bus/Taxi	35010	1.10
	Subsistence	47010	0.00
	<b>PAYABLE</b>		<b>£49.10</b>

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) Louisa Bright

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