WYRE FOREST DISTRICT COUNCIL

Payroll Number	[redacted]	Travelling and Subsistence Claim month Ending		29.02.16						Reg No.	[redacted]
Name	Cllr Ian Hardiman	Directorate			C.C. Rating	1800				Make & Model for Car	[redacted]
										If car changed since previous claim state date	

Date	Details of Journey – Description From	Details of Journey – Description To	Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyre Forest District Council Employees)	Additional People Carried – Qty	Additional People Carried – Miles	Subsistence and other expenses – Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
09.02.16	Home to WFH		4	Meeting with Mike Parker, Meeting with Jane Alexander						
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	4	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

April 16
Salaries

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	4	**miles at 40p**	1.60	Item	Code / £ p
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.	0	**miles at 5p**	0.00	Mileage	37010 / 1.60
		TOTAL £	£1.60	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	**£1.60**

Office Only - Totals for each Expenditure Code

Approved (Authorised Signatory)	Louisa Bright

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"

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