

Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.																									
Name		Travelling and Subsistence Claim month Ending		Make & Model for Car																									
Cllr Ian Hardiman		31.01.16		If car changed since previous claim state date																									
Directorate		C.C. Rating		1800																									
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																				
	Description	From		To	Qty		Miles	Time Absent		From	To																		
05.01.16	Home to Silverwoods	Home to Silverwoods	4	Leisure Centre Visit																									
05.01.16	Home to WFH	Home to WFH	4	CLT/Cabinet																									
06.01.16	Home to WFH	Home to WFH	4	CLT/Cabinet LD Plan																									
07.01.16	Home to Town Hall	Home to Town Hall	4	Town Centre Inspection JPC/LC																									
08.01.16	Home to Green Street	Home to Green Street	4	Briefing with Linda Collis																									
12.01.16	Home to Green Street	Home to Green Street	4	Meet Leader and Linda Collis																									
13.01.16	Home to Bewdley	Home to Bewdley	4	Riverside North Park Friends Meeting																									
14.01.16	Home to WFH	Home to WFH	4	Members Forum																									
15.01.16	Home to Green Street	Home to Green Street	4	Briefing with Linda Collis																									
19.01.16	Home to Green Street	Home to Green Street	4	Ref Visit Envirosoft																									
21.01.16	Home to WFH	Home to WFH	4	Leader Briefing																									
21.01.16	Home to WFH	Home to WFH	4	Leader/LC/MP Depot Meeting																									
21.01.16	Home to WFH	Home to WFH	4	L Collis/ Solicitor Meeting																									
21.01.16	Home to WFH	Home to WFH	4	Ethics and Standards																									
22.01.16	Home to Worcester	Home to Worcester	46	Senior Members Envirosoft																									
26.01.16	Home to Silverwoods	Home to Silverwoods	4	New Leisure Centre																									
29.01.16	Home to Green Street	Home to Green Street	4	Meet Mark Smith																									
			0																										
			0																										
			0																										
			110	TOTAL with additional Passengers																									
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.																													
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.																													
<table border="1"> <thead> <tr> <th>Office Only - Totals for each Expenditure Code</th> <th>Item</th> <th>Code</th> <th>£ p</th> </tr> </thead> <tbody> <tr> <td></td> <td>Mileage</td> <td>37010</td> <td>44.00</td> </tr> <tr> <td></td> <td>Train/Bus/Taxi</td> <td>35010</td> <td>0.00</td> </tr> <tr> <td></td> <td>Subsistence</td> <td>47010</td> <td>0.00</td> </tr> <tr> <td></td> <td colspan="2">PAYABLE</td> <td>£44.00</td> </tr> </tbody> </table>										Office Only - Totals for each Expenditure Code	Item	Code	£ p		Mileage	37010	44.00		Train/Bus/Taxi	35010	0.00		Subsistence	47010	0.00		PAYABLE		£44.00
Office Only - Totals for each Expenditure Code	Item	Code	£ p																										
	Mileage	37010	44.00																										
	Train/Bus/Taxi	35010	0.00																										
	Subsistence	47010	0.00																										
	PAYABLE		£44.00																										
<p>The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.</p> <p>Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to "Wyre Forest Payroll"</p>																													
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.																													