

|                |                   |   |  |      |
|----------------|-------------------|---|--|------|
| Payroll Number |                   | WYRE FOREST DISTRICT COUNCIL                  | Reg N  |      |
| Name           | Cllr Ian Hardiman | Directorate                                   | Make & Model for Car                           |      |
|                |                   | Travelling and Subsistence Claim month Ending | July 2016                                      |      |
|                |                   |   | C.C. Rating                                    | 1800 |
|                |                   |   | If car changed since previous claim state date |      |

| Date     | Details of Journey              |                  | Miles | Purpose and Passengers Carried<br>(6p 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<br>From To         | Rail fare, Bus Fare, Taxi Fare,<br>Parking Fee | Amount |
| 04.07.16 | Home to Nottingham              | Trent University | 4     | Midlands Engine Meeting  |                           |       | Parking                        |  | £3.80  |
| 04.07.16 | Train to Nottingham             |                  | 0     | Midlands Engine Meeting  |                           |       | Train Fare                     |  | £47.90 |
| 06.07.16 | Home to County Hall             |                  | 28    | Police and Crime Panel   |                           |       |                                |  |        |
| 07.07.16 | Home to Kidderminster Town Hall |                  | 4     | Young Citizen Awards   |                           |       | Parking                        |  | £1.50  |
| 08.07.16 | Home to Green Street            |                  | 4     | Briefing L Collis  |                           |       |                                |  |        |
| 11.07.16 | Home to Pershore                |                  | 50    | Worcestershire Leaders Board   |                           |       |                                |  |        |
| 12.07.16 | Home to Wyre Forest House       |                  | 4     | Cabinet  |                           |       |                                |  |        |
| 13.07.16 | Home to Green Street            |                  | 4     | Meeting with Linda Collis  |                           |       |                                |  |        |
| 14.07.16 | Home to Wyre Forest House       |                  | 4     | Meeting with Dean Piper  |                           |       |                                |  |        |
| 14.07.16 | Home to Wyre Forest House       |                  | 4     | Members Forum  |                           |       |                                |  |        |
| 18.07.16 | Home to Stone Manor             |                  | 10    | Worcestershire LEP   |                           |       |                                |  |        |
| 19.07.16 | Home to Wyre Forest House       |                  | 4     | CLT/Cabinet Away Day   |                           |       |                                |  |        |
| 25.07.16 | Home to Wyre Forest House       |                  | 4     | SCG Meeting  |                           |       |                                |  |        |
| 27.07.16 | Home to Wyre Forest House       |                  | 4     | Full Council   |                           |       |                                |  |        |
| 28.07.16 | Home to Brinton Park            |                  | 4     | Photo Shoot  |                           |       |                                |  |        |
| 29.07.16 | Home to Green Street            |                  | 4     | Briefing L Collis  |                           |       |                                |  |        |
|          |                                 |                  | 0     |  |                           |       |                                |  |        |
|          |                                 |                  | 0     |  |                           |       |                                |  |        |
|          |                                 |                  | 0     |  |                           |       |                                |  |        |
|          |                                 |                  | 0     |  |                           |       |                                |  |        |
|          |                                 |                  | 0     |  |                           |       |                                |  |        |
|          |                                 |                  | 0     |  |                           |       |                                |  |        |
|          |                                 |                  | 0     |  |                           |       |                                |  |        |
|          |                                 |                  | 136   | TOTAL with additional Passengers   |                           |       |                                |  |        |
|          |                                 |                  | TOTAL |  |                           |       |                                |  |        |

PAID

SEPT 16 SALARIES

|  |  |                |       |        |                |  |  |  |  |
|--|--|----------------|-------|--------|----------------|--|--|--|--|
| <b>Please do not add lines use a separate sheet if necessary</b> |  |                |       |        |                |  |  |  |  |
| Office Only - Totals for each Expenditure Code                   |  | Item           | Code  | Amount |                |  |  |  |  |
|  |  | Mileage        | 37010 | 54.40  |                |  |  |  |  |
|  |  | Train/Bus/Taxi | 35010 | 0.00   |                |  |  |  |  |
|  |  | Subsistence    | 47010 | £54.40 |                |  |  |  |  |
|  |  | <b>PAYABLE</b> |       |        | <b>£107.60</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.

|  |               |
|--|---------------|
| 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.                 |               |