

Payroll Number	WYRE FOREST DISTRICT COUNCIL	Reg No.	
Name	Cllr Ian Hardiman	Make & Model for Car	
Directorate	September 2016	If car changed since previous claim state date	
Travelling and Subsistence Claim month Ending	1800		
	C.C. Rating		

Date	Details of Journey		Miles	Purpose and Passengers Carried (Sp 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	
01.09.16	Home to WF House	▼	4	Meet Leader				
01.09.16	Home to WF House	▼	4	Cabinet/CLT				
02.09.16	Home to WF House	▼	4	Merchant Navy Flag Flying				
05.09.16	Home to Green Street	▼	4	Photo Shoot				
06.09.16	Home to Green Street	▼	4	Meeting Enforcement Officers				
07.09.16	Home to WF House	▼	4	Meeting with Leader and R Osborne re Drakelow Lane				
08.09.16	Home to WF House	▼	4	Overview and Scrutiny				
08.09.16	Home to Noriton	▼	46	Environsort Open Day				
09.09.16	Home to WF House	▼	4	Briefing L Collis and L Fox				
13.09.16	Home to WF House	▼	4	Group Leaders and Cabinet				
15.09.16	Home to WF House	▼	4	Members Forum				
19.09.16	Home to WF House	▼	4	Briefing Cllr R Vale				
20.09.16	Home to WF House	▼	4	Pre Council Meeting				
21.09.16	Home to WF House	▼	4	Briefing Cllr T Onslow				
21.09.16	Home to WF House	▼	4	Cabinet/CLT - Local Plans				
22.09.16	Home to WF House	▼	4	Ethics and Standards				
26.09.16	Home to WF House	▼	4	HLF Brinton Park - Partnership				
28.09.16	Home to WF House	▼	4	Full Council				
20.09.16	Home to WF House	▼	4	Planning				
			0					
	<b>TOTAL</b>		118	<b>TOTAL with additional Passengers</b>				£0.00

PAIL

OCT 16  
SALARIES

**Please do not add lines use a separate sheet if necessary**

Office Only - Totals for each Expenditure Code		Item	Code	£ p
		Mileage	37010	47.20
		Train/Bus/Taxi	35010	0.00
		Subsistence	47010	0.00
		<b>PAYABLE</b>		<b>£47.20</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.