

Payroll Number	WYRE FOREST DISTRICT COUNCIL		Reg No.				
Name	Cllr Ian Hardiman		Make & Model for Car				
Directorate	Travelling and Subsistence Claim no.	Ending	October 2016				
		C.C. Rating	1800				
If car changed since previous claim state date							
Date	Details of Journey		Additional People Carried		Subsistence and other expenses		Amount
	Description	Miles	Qty	Miles	Time Absent From	To	
03.10.16	Home to WFH	4	4				
04.10.16	Home to WFH	4	4				
04.10.16	Home to WFH	4	4				
05.10.16	Home to HUB	4	4				Car Parking £1.50
05.10.16	Home to County Hall	28	28				
06.10.16	Home to WFH	4	4				
11.10.16	Home to WFH	4	4				
12.10.16	Home to Kidderminster Town Hall	4	4				Car Parking £1.20
13.10.16	Home to WFH	4	4				Car Parking (26/10) £3.90
14.10.16	Home to WFH	4	4				
18.10.16	Home to WFH	4	4				TOTAL £ £6.60
19.10.16	Home to wFH	4	4				
20.10.16	Home to WFH	4	4				
20.10.16	Home to WFH	4	4				
20.10.16	Home to Foley Grove	4	4				
21.10.16	Home to Bransford, Worcester	40	40				
26.10.16	Home to WFH	4	4				
26.10.16	Home to Bewdley	4	4				
28.10.16	Home to Evesham	66	66				
	TOTAL	198	198				TOTAL £ £0.00
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.							
Office Only - Totals for each Expenditure Code							
Item	Code	£	P	Amount			
Mileage	37010	79.20		79.20			
Train/Bus/Taxi	35010	0.00		6.60			
Subsistence	47010	£79.20		0.00			
PAYABLE				£85.80			
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.							

PAID

WYRE FOREST DISTRICT COUNCIL
 09 JAN 2017