

Payroll Number	WYRE FOREST DISTRICT COUNCIL			Reg No.	
Name	Cllr Ian Hardiman	Directorate	31st January 2017	Make & Model for Car	
			C.C. Rating 1800	if car changed since previous claim state date	
Details of Journey		Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)			Additional People Carried
Date	Description	Miles			Qty
	From To				Miles
03.01.17	Home to WF House	4	Meeting - Leader		
09.01.17	Home to WF House	4	With Mike Parker to Redditch		
12.01.17	Home to WF House	4	Members Forum		
16.01.17	Home to WF House	4	Champions Briefing		
18.01.17	Home to WF House	4	Rewyre Board		
19.01.17	Home to WF House	4	Briefing MP/PB/DP		
20.01.17	Home to Evesham	60	Shenstone Group Meeting		
23.01.17	Home to Kidderminster	4	Wyre Forest Sports Awards		
24.01.17	Home to Hoo Farm	6	Visit Space Units		
24.01.17	Home to WF House	4	CLT/Cabinet		
26.01.17	Home to WF House	4	SCG		
27.01.17	Home to WF House	4	Appeals Committee Meeting		
30.01.17	Home to WF House	4	Town Centre Meeting		
19.01.17	Home to WF House	4	Meeting with Leader		
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
	TOTAL	114	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.		114 miles at 40p	45.60	Item	Code
		0 miles at 5p	0.00	Mileage	37010
		TOTAL £	£45.60	Train/Bus/Taxi	35010
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
				PAYABLE	£45.60
<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.					

WYRE FOREST DISTRICT COUNCIL
6 FEB 2017