

| Payroll Number | | WYRE FOREST DISTRICT COUNCIL | | Reg No. | | |
|--|-------------------------|--|---------------|--|-----|--------|
| Name | | June 2017 | | Make & Model for Car | | |
| Cllr Ian Hardiman | | C.C. Rating 1800 | | If car changed since previous claim state date | | |
| Directorate | | Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees) | | Subsistence and other expenses | | |
| Date | Details of Journey | | Miles | Additional People Carried | | Amount |
| | Description | From | | To | Qty | |
| 12.06.17 | Home to WFH | Home to WFH | 4 | | | |
| 13.06.17 | Home to WFH | Home to WFH | 4 | | | |
| 14.06.17 | Home to Bewdley | Home to Bewdley | 4 | | | |
| 14.06.17 | Home to WFH | Home to WFH | 4 | | | |
| 15.06.17 | Home to WFH | Home to WFH | 4 | | | |
| 16.06.17 | Home to Comberton Place | Home to Comberton Place | 6 | | | |
| 19.06.17 | Home to Bewdley | Home to Bewdley | 4 | | | |
| 20.06.17 | Home to WFH | Home to WFH | 4 | | | |
| 21.06.17 | Home to WFH | Home to WFH | 4 | | | |
| 22.06.17 | Home to WFH | Home to WFH | 4 | | | |
| 23.06.17 | Home to Bewdley | Home to Bewdley | 4 | | | |
| 27.06.17 | Home to WFH | Home to WFH | 4 | | | |
| 28.06.17 | Home to Green Street | Home to Green Street | 4 | | | |
| 28.06.17 | Home to WFH | Home to WFH | 4 | | | |
| 29.06.17 | Home to WFH | Home to WFH | 4 | | | |
| 30.06.17 | Home to WFH | Home to WFH | 4 | | | |
| | | | 0 | | | |
| | | | 0 | | | |
| | | | 0 | | | |
| | | | 0 | | | |
| | | | 0 | | | |
| | | | 66 | | | |
| | | | TOTAL | | | |
| | | | 66 | 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. | | | | | | |
| Office Only - Totals for each Expenditure Code | | | | | | |
| Item | Code | £ | p | | | |
| Mileage | 37010 | 26.40 | | | | |
| Train/Bus/Taxi | 35010 | 0.00 | | | | |
| Subsistence | 47010 | £26.40 | | | | |
| PAYABLE | | | | £45.00 | | |
| 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

SUBSIDY

17 SEP 2017

WYRE FOREST DISTRICT COUNCIL

06 JUL 2017