WYRE FOREST DISTRICT COUNCIL

Payroll Number	[illegible]	Travelling and Subsistence Claim month Ending	December 2017
Name	Cllr Ian Hardiman	Directorate	
C.C. Rating	1800		
Reg No.	[illegible]		
Make & Model for Car	[illegible]		
If car changed since previous claim state date			

Date	Details of Journey: Description From	Details of Journey: Description To	Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyre Forest District Council Employees)	Additional People Carried: Qty	Additional People Carried: Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
05.12.17	Home to WF House		4	Cabinet/CLT Meeting						
06.12.17	Home to Worcester		36	LEP - ESIF Meeting					Parking	£2.50
07.12.17	Home to Kidderminster Station		6	GBSLEP Supervisory Meeting					Parking	£4.40
13.12.17	Home to WFH		4	Full Council					Train (07.12.17)	£7.80
18.12.17	Home to WFH		4	Chairman's Carol Service						
18.12.17	Home to WFH		4	Member Champions						
19.12.17	Home to WFH		4	Mike Parker Briefing						
19.12.17	Home to WFH		4	Cabinet/CLT Meeting						
			0							
			0							
			0							
			0						TOTAL £	£14.70
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	66	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

FEB 18 SALARIES

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount

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.

66	**miles at 40p**	26.40
0	**miles at 5p**	0.00
	TOTAL £	£26.40

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	26.40
Train/Bus/Taxi	35010	14.70
Subsistence	47010	0.00
PAYABLE		**£41.10**

Approved (Authorised Signatory) Louisa Bright

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"

Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.