WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] | **Travelling and Subsistence Claim month Ending** January 2018 | Reg No. [redacted]

Name Cllr Ian Hardiman | Directorate | C.C. Rating 1800 | Make & Model for Car [redacted]

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
03.01.18	Home to WFH		4	Member Training - Local Plan						
09.01.18	Home to WFH		4	Meeting with Harriers Chairman						
09.01.18	Home to WFH		4	CLT/Cabinet Meeting						
11.01.18	Home to WFH		4	Meeting with Leader and H Smith						
15.01.18	Home to Redditch Council	10	40	NWEDR Meeting						
16.01.18	Home to WFH		4	Meeting Leader & M Parker						
19.01.18	Home to Green Street		4	Meeting L Draycott						
23.01.18	Home to WFH		4	Meeting K Higman						
23.01.18	Home to WFH		4	CLT/Cabinet Meeting						
24.01.18	Home to WFH		4	ReWyre Board Meeting						
29.01.18	Home to Stourport Sports		6	Meeting re Swimming						
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
	TOTAL		82	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

MARCH 18 SALARIES

Please do not add lines use a separate sheet if necessary

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
		TOTAL £	£0.00

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.

82	**miles at 40p**	32.80
0	**miles at 5p**	0.00
	TOTAL £	£32.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	32.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£32.80**

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.

RB