

WYRE FOREST DISTRICT COUNCIL

Reg. No. [REDACTED]

Payroll No. 01596
 01569
 Travelling and Subsistence Claim for month ending 31 January 2011. Make & Model of car: Volvo V50

NAME: IAN MILLER Division: Chief Executive C.C. Rating: 1802 If car changed since previous claim state date:

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Subsistence and other expenses	
	From	To	From	To			Time Absent From To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.
4/1/11	Stowport	KX return	59134	59144	10	Meetings with media + gp leader		
10/1/11	"	"	59434	59444	10	CMT, Cabinet		
11/1/11	Stowport	Foley Grove + return	59453	59458	5	Wyllyne Board		
11/1/11	Stowport	KX return	59458	59468	10	Meeting with A Taylor, Cabinet/CMT		
12/1/11	Stowport	KX - Stowport - return	59476	59492	16	Meeting + dinner with (Don) Housing Group (Mk-Mk)		
13/1/11	Stowport	KX return	59495	59505	10	Corp resources working committee		
18/1/11	Stowport	KX return	59648	59658	10	Management - pension		
19/1/11	"	"	59660	59670	10	WFO		
20/1/11	Stowport	Billesley	59682	59715	33	Action Learning set		
21/1/11	Billesley	Stowport	5715	59748	33	Return journey		
25/1/11	Stowport	KX return	60041	60051	10	Meeting in Birmingham, Cabinet		
26/1/11	"	"	60064	60086	24	Meeting re LED		
30/1/11	"	"	60220	60230	10	Holocaust memorial ceremony		
31/1/11	"	"	60327	60339	5	Wyllyne Forest Walkers		
Total Subsistence, etc.								

For information only

Miles 196

Totals for each Expenditure Code

Item	Code	£	p	Mileage Rates	£	p
Mileage	33010			miles at p		
Train / Bus / Taxi	35010			miles at p		
Subsistence	47010			miles at p		
TOTAL				PAYABLE		

I certify that:
 a) the above details are a correct record of official journeys, and that expenditure has actually been incurred on subsistence claimed and this has not been previously reimbursed.
 b) During the period of this claim, the vehicle was insured, official use was specified in the insurance certificate * and I held a current driving licence. I have neither done nor omitted to do anything to reduce or invalidate the said insurance.

* Annual check of business-use car insurance: checked by: Date:

Signed: [REDACTED] 31/1/11
 (Claimant)

Authorised:
 (Authorised Signatory)

Date authorised:

RECEIPTS MUST BE ATTACHED AS EVIDENCE THAT EXPENSE HAS ACTUALLY BEEN INCURRED.
 Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.

01596
01564

WYRE FOREST DISTRICT COUNCIL

Reg. No. [REDACTED]
Make & Model of car: Volvo V50

Roll No. 01564
Travelling and Subsistence Claim for month ending February 2011
Division: Civil Executive C.C. Rating: 1800
If car changed since previous claim state date:

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Subsistence and other expenses	
	From	To	From	To			Time Absent	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.
12/11	Stowport	K X return	60337	60347	10	Transportation Board		
12/11	"	"	60349	60355	10	Corp. perf. clinic / Cabinet - CMT.		
12/11	K → Wisc	→ Stowport	60395	60421	26	Economy + Tpt Theme Gp.		
12/11	Stowport	K X return	60425	60435	10	Solace dinner, leaders		
12/11	Stowport	Condy hall return	60718	60750	32	Leaders board		
12/11	Stowport	K X return	8011	8021	10	Group leaders		
12/11	Stowport	Condy hall return	60776	60806	32	Efficiency prog hd. public health service		
12/11	Stowport	K X return	60877	60887	10	CMT / WFO		
12/11	"	"	60887	60887	10	Corporate resources scrutiny		
12/11	"	Reddish return	60968	61010	42	Shenstone group		
12/11	Stowport	Condy hall return	61206	61238	32	Public health consultation event		
12/11	Stowport	Stowport return	61244	61246	2	Naming of new colleges + assembly.		
12/11	"	K X return	61251	61261	10	Cabin crew		
12/11	"	K X return	61261	61270	11	Meeting with D Broadland. meeting at Y Centre after lounge.		
12/11	"	K Copplestone	61272	61277	5	Project board. Contractors board.		
12/11	Stowport	Condy hall return	61314	61385	71	Meeting with S Brown, C. Exer, Condy Hall		
12/11	Stowport	Reddish return	61714	61760	46	Meeting with K D. Chis, Ch Exer		

Mileage for information 409 c/w 40

I hereby certify that the above details are a correct record of official journeys, and that the expenditure has actually been incurred on subsistence claimed and this has not been previously reimbursed. During the period of this claim, the vehicle was insured, official use was specified on the insurance certificate * and I held a current driving licence. I have neither done anything to do anything to reduce or invalidate the said insurance.

Item	Code	£	p
Mileage	33010	3	70
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		3	70

Mileage Rates	£	p
miles at		
miles at		
miles at		
PAYABLE		

Authorised (Authorised Signatory) [REDACTED] 28/2/11

Date authorised:

RECEIPTS MUST BE ATTACHED AS EVIDENCE THAT EXPENSE HAS ACTUALLY BEEN INCURRED. Please note claims must be received by the Human Resources Division on or before the 5th of the following month.

Payroll	01596	1569 Travelling and Subsistence	1 month Ending	WYRE FOREST DISTRICT COUNCIL	March	2011	Reg No.	
Name	Ian Miller	Department	Ch Exec	C.C. Rating	1800	1800	Make & Model for Car	Volvo V50
							If car changed since previous claim state date	

Date	Details of Journey		Mileometer		Miles	Purpose and Passengers Carried	Additional People Carried		Subsistence and other expenses		Amount
	From	To	From	To			Qty	Miles	Time Absent	Stat: Rail fare, Parking Fee, Breakfast, Lunch etc.	
01/03/2011	Kidderminster & Stouport	- Return	62019	62029	10	LEP meeting, Birmingham; Cabinet & meetings in K					
02/03/2011	Kidderminster & Stouport	- Return	62031	62041	10	Transformation conference, Birmingham					
03/03/2011	Kidderminster & Stouport	- Return	62044	62054	10	Corporate briefing					
04/03/2011	Stouport to Telford		62057	62086	29	Regional counting officer's seminar, Birmingham					
04/03/2011	Telford to Henlan		62086	62157		Return home (relocation scheme)					
07/03/2011	Henlan to Stouport		62157	62249		Home to work (relocation scheme)					
07/03/2011	Kidderminster & Stouport	- Return	62249	62259	10	Interviews for tenders					
08/03/2011	Kidderminster & Stouport	- Return	62264	62274	10	Interviews for tenders					
10/03/2011	Kidderminster & Stouport	- One Way	62282	62287	5	CMT, WF20					
10/03/2011	Kidderminster to Malvern	- return	62287	62338	51	Leaders' board; Corp resources scrutiny (at K)					
10/03/2011	Kidderminster & Stouport	- One Way	62338	62343	5	Return from scrutiny committee					
11/03/2011	Stouport & County Hall	- One Way	62344	62360	16	Chief execs' panel					
11/03/2011	Kidderminster & County Hall	- One Way	62360	62379	19	Meeting at Green St					
11/03/2011	Kidderminster & Stouport	- One Way	62379	62384	5	Return to office					
11/03/2011	Stouport to Henlan		62384	62477	93	Work to home (relocation scheme)					
17/03/2011	Henlan to Stouport		62733	62825	92	Home to work (relocation scheme)					
17/03/2011	Stouport & Safari park	- return	62825	62835	10	Business leaders' meeting					
18/03/2011	Stouport to Henlan		62839	62932	93	Work to home (relocation scheme)					
28/03/2011	Henlan to Stouport		63065	63157	92	Home to work (relocation scheme)					
29/03/2011	Kidderminster & Stouport	- Return	63163	63183	10	Management forum					
29/03/2011	Kidderminster - Harvington	- return	63168	63178	10	Visit by HRH The Duke of Kent					
				TOTAL	580	TOTAL with additional Passengers					£0.00

Identify that
 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, that official use was specified on the certificates of insurance and that held a current driving license - I have neither done nor omitted to do anything to reduce or invalidate the said insura

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	232.50
Train/Bus/Taxi	35010	
Subsistence	47010	
Total		232.50

Signed (officer) [Signature] 29/3/11 Approved (Head of department) [Signature]

2011

232.50

232.50

