WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] | Travelling and Subsistence Claim month Ending September 2013 | 2013 | 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	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	Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
02.09.13	Home to WFH		4	Health & Wellbeing Meeting						
03.09.13	Home to WFH		4	CMT/Cabinet						
04.09.13	Home to WFH		4	Group Leaders						
09.09.13	Home to Stourvale		6	Residents Consult/Springfield Inspection						
16.09.13	Home to WFH		4	Kay Higman re Leisure Centres						
17.09.13	Home to Bromsgrove		26	N Worcs CSP						
17.09.13	Home to WFH		4	Cabinet						
18.09.13	Home to WFH		4	Fairtrade AGM						
19.09.13	Home to WFH		4	Members Forum						
24.09.13	Home to Bewdley		4	Bewdley Museum Management						
25.09.13	Home to WFH		4	Community Sagety/CATS Meet						
25.09.13	Home to WFH		4	Full Council					TOTAL £	£0.00
26.09.13	Home to Bewdley		4	CMT/Cabinet Away Day - St Georges Hall						
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	76	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID OCT 13.

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.

76	miles at 40 p	30.40
0	miles at 5 p	0.00
	TOTAL £	£30.40

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	30.40
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£30.40**

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.

WYRE FOREST DISTRICT COUNCIL

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Reg No. [redacted]

Make & Model for Car [redacted]

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