

| Payroll Number   |                               | WYRE FOREST DISTRICT COUNCIL                  |       | Reg No.  |   |                           |                                |             |   |
|--|-------------------------------|---|-------|--|---|---------------------------|--------------------------------|-------------|---|
| Name   |                               | Travelling and Subsistence Claim month Ending |       | Make & Model for Car   |   |                           |                                |             |   |
| Ilan Hardiman  |                               | May 2013                                      |       | 2013   |   |                           |                                |             |   |
| Directorate  |                               | C.C. Rating                                   |       | If car changed since previous claim state date   |   |                           |                                |             |   |
| Members  |                               | 1800  |       |  |   |                           |                                |             |   |
| Date   | Details of Journey            |   | Miles | Purpose and Passengers Carried<br>(5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees) |   | Additional People Carried | Subsistence and other expenses |             |   |
|  | Description                   | From  |       | To   | Qty                                     |                           | Miles                          | Time Absent | Rail fare, Bus Fare, Taxi Fare, Parking Fee |
| 07.05.13   | Home to WF House              |   |       | 4  | Group Leaders Meeting                   |                           |                                |             |   |
| 08.05.13   | Home to WF House              |   |       | 4  | Infrastructure Levy Meeting             |                           |                                |             |   |
| 08.05.13   | Home to WF House              |   |       | 4  | Electoral Review                        |                           |                                |             |   |
| 08.05.13   | Home to Ramada Bewdley        |   |       | 4  | Presentations - School Sports           |                           |                                |             |   |
| 10.05.13   | Kidderminster Railway Station |   |       | 4  | Car Parking - Award Ceremony - WF House |                           |                                |             | £2.20                                       |
| 14.05.13   | Home to Stourport Sports Club |   |       | 4  | Photo Shoot - Bike Charity              |                           |                                |             |   |
| 14.05.13   | Home to WF House              |   |       | 4  | Planning Committee                      |                           |                                |             |   |
| 15.05.13   | Home to WF House              |   |       | 4  | CMT/Cabinet                             |                           |                                |             |   |
| 15.05.13   | Home to WF House              |   |       | 4  | Full Council                            |                           |                                |             |   |
| 17.05.13   | Home to Foley Grove           |   |       | 4  | CHG Meeting                             |                           |                                |             |   |
| 22.05.13   | Home to WF House              |   |       | 4  | Leisure Project                         |                           |                                |             |   |
| 23.05.13   | Home to WF House              |   |       | 4  | CMT/Cabinet                             |                           |                                |             |   |
| 28.05.13   | Home to WF House              |   |       | 4  | CMT/Cabinet                             |                           |                                |             |   |
| 29.05.13   | Home to WF House              |   |       | 4  | Meeting Linda Collis                    |                           |                                |             |   |
| 30.05.13   | Home to Rock                  |   |       | 14   | Planning Site Visit                     |                           |                                |             |   |
| 30.05.13   | Home to WF House              |   |       | 4  | Meeting with Leader                     |                           |                                |             |   |
| 31.05.13   | Home to Burlish Top           |   |       | 6  | Commemorative Event                     |                           |                                |             |   |
|  |                               |   |       | 0  |   |                           |                                |             |   |
|  |                               |   |       | 0  |   |                           |                                |             |   |
|  |                               |   |       | 0  |   |                           |                                |             |   |
|  |                               |   |       | 80   | TOTAL with additional Passengers        |                           |                                |             | £0.00                                       |
| <b>Please do not add lines use a separate sheet if necessary</b>   |                               |   |       |  |   |                           |                                |             |   |
| 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 | 32.00  |   |                           |                                |             |   |
|  |                               | Train/Bus/Taxi                                | 35010 | 2.20   |   |                           |                                |             |   |
|  |                               | Subsistence                                   | 47010 | 0.00   |   |                           |                                |             |   |
| <b>PAYABLE</b>   |                               |   |       | <b>£34.20</b>  |   |                           |                                |             |   |
| 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)  |                               | A.R.Braithwaite                               |       |  |   |                           |                                |             |   |
| Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.   |                               |   |       |  |   |                           |                                |             |   |

PAID

July 2013

