WYRE FOREST DISTRICT COUNCIL

Payroll Num.	[redacted]	Travelling and Subsistence Claim month Ending		March		2013				Reg No.	[redacted]
Name	Marcus Hart	Directorate	Councillors		C.C. Rating	2 litre				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
05/03/2013	Home to Wyre Forest House and return		10	Meeting with constutuent						
11/03/2013	Home to Wyre Forest House and return		10	Car Park Meeting						
12/03/2013	Home to Wyre Forest House and return		10	Group Leaders						
12/03/2013	Home to Wyre Forest House and return		10	Planning DC						
13/03/2013	Home to Wyre Forest House and return		10	Full Council						
21/03/2013	Home to Wyre Forest House and return		10	Ethics and Standards						
26/03/2013	Home to Wyre Forest House and return		10	Cabinet						
28/03/2013	Home to Wyre Forest House and return		10	Meeting with constituent and other officer briefings						
			0						TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	80	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID June 2013

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:	80	miles at 40 p	32.00
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.	0	miles at 5 p	0.00
		TOTAL £	£32.00

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	0.00
Subsistence	47010	0.00
PAYABLE		**£32.00**

Approved (Authorised Signatory)	P H Williams	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

Payroll Number	[redacted]	Travelling and Subsistence Claim month Ending		February		2013			Reg No.	[redacted]	
Name	Marcus Hart	Directorate	Councillors		C.C. Rating	2 litre			Make & Model for Car	[redacted]	
									If car changed since previous claim state date		

Date	Details of Journey – Description From	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	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
05/02/2013	Home	Wyre Forest House and return	10	Cab/CMT Meeting						
06/02/2013	Home	Wyre Forest House and return	10	Briefing Linda Collis						
07/02/2013	Home	Wyre Forest House and return	10	Officer Briefings - CSN and SW						
12/02/2013	Home	Wyre Forest House and return	10	Officer Briefings - CSN and SW, TJ, LC						
19/02/2013	Home	Wyre Forest House and return	10	Community Assets Transfer Brieifng						
19/02/2013	Home	to Bewdley and return	10	Road Show						
21/02/2013	Home	to Bromsgrove and return	22	WRS						
25/02/2013	Home	Wyre Forest House and return	10	Car Park Meeting						
26/02/2013	Home	to Green Street and return	8	Breifng with LC						
26/02/2013	Home	to Wyre Forest House and return	10	Meeting with Wolverley and Cookley PC reps						
27/02/2013	Home	to Wyre Forest House and return	10	Full Council						
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
			0				From	To		
			0							
			0							
			0							
			0							
			0							
			0							
	TOTAL		120	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID June 2013

Please do not add lines use a separate sheet if necessary

				Office Only - Totals for each Expenditure Code		
I submit this form electronically to my authorised officer and confirm:	120	miles at 40 p	48.00	Item	Code	£ p
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.	0	miles at 5 p	0.00	Mileage	37010	48.00
		TOTAL £	£48.00	Train/Bus/Taxi	35010	0.00
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.				Subsistence	47010	0.00
				PAYABLE		**£48.00**

Approved (Authorised Signatory)	P H Williams	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						Reg [redacted]		
Payroll Number		Travelling and Subsistence Claim month Ending			April		2013				Make & Model for Ca[redacted]		
Name	Marcus Hart		Directorate	Councillors		C.C. Rating	2 litre				If car changed since previous claim state date		

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passenagers who are Wyre Forest District Council Employees)	Additional People Carried		Subsistence and other expenses			
	Description						Time Absent		Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
	From	To			Qty	Miles	From	To		
03/04/2013	Home to Town Hall and return		6	Corporate Briefing						
03/04/2013	Home to Green Street and then to WFH		5	Breifing with LC						
03/04/2013	Wyre Forest House to home		5	Various officer brieifngs						
04/04/2013	Home to Wyre Forest House and retrun		10	Group Leaders and briefing with CSN and other officer briefings						
08/04/2013	Home to Wyre Forest House and return		10	Cabinet/CMT						
09/04/2013	Home to Wyre Forest House and return		10	Planning DC						
17/04/2013	Home to Wyre Forest House and retur		10	Briefing with LC						
23/04/2013	Home to Wyre Forest House and return		10	Community Asset Transfer Meeting with BTC and various officers						
23/04/2013	Home to Wyre Forest House and return		10	Cabinet						
30/04/2013	Home to Wyre Forest House and return		10	Briefing with LC						
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent		Subsistence, Breakfast, Lunch Etc	Amount
			0				From	To		
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	86	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
June 2013

Please do not add lines use a separate sheet if necessary

I submit this form electronically to my authorised officer and confirm:	86	miles at 40 p	34.40
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.	0	miles at 5 p	0.00
		TOTAL £	£34.40

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	34.40
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£34.40**

Approved (Authorised Signatory)	P H Williams	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.