

Payroll Number	WYRE FOREST DISTRICT COUNCIL	Reg No.	
Name	Ian Hardiman	Make & Model for Car	
Directorate	March 2013	If car changed since previous claim state date	
Travelling and Subsistence Claim month Ending	1800		
	c.c. Rating		

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)	Additional People Carried	Subsistence and other expenses		Amount
	From	To				Time Absent	From	
01.03.13	Home to WF House		4	Health in Wyre Forest Meeting				
01.03.13	Home to The Academy		4	"Hands Off" Celebration				
04.03.13	Home to Rifle Range		2	Loan Shark Event				
05.03.13	Home to Bewdley Museum		4	Management Meeting				
05.03.13	Home to Wolverley		4	Parish Council Meeting				
06.03.13	Home to WF House		4	Reputation Workshop				
07.03.13	Home to WF House		4	State of the Area Meet				
11.03.13	Home to WF House		4	Piano Meeting - JPC/LC				
11.03.13	Home to WF House		4	CMT/Cabinet				
12.03.13	Home to WF House		4	Group Leaders				
12.03.13	Home to WF House		4	Planning Committee				
13.03.13	Home to WF House		4	K Washington re CSP				
13.03.13	Home to King Charles School		6	Sports Pitch opening Event				
13.03.13	Home to Rushock Stores		10	Stores Inspection				
13.03.13	Home to WF House		4	Seminar/Special Full Council				
18.03.13	Home to Habblerley		2	CHG/WFDC Roadshow				
18.03.13	Home to WF House		4	Leisure Project & Northwood Lane Meeting				
18.03.13	Home to Kidd Youth House		4	Youth Trust Meeting				
19.03.13	Home to Bromsgrove		26	NW Safety Partnership				
20.03.13	Home to WF House		4	Community Safety Group				
TOTAL			106	TOTAL with additional Passengers	0			£0.00

PAID

Receipts must be kept for evidence

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code		Code	£ p
Item			
Mileage	106 miles at 40 p	37010	42.40
Train/Bus/Taxi	0 miles at 5 p	35010	0.00
Subsistence	TOTAL £	47010	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.

PAYABLE

£42.40

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) P H Williams

Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.