

Payroll Number	WYRE FOREST DISTRICT COUNCIL	Reg No.	
Name	Ian Hardiman	Make & Model for Car	
Directorate	31.12.12	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	To	
03.12.12	Foley Grove		4	WF Matters/Children meeting				
04.12.12	WF House		4	Group Leaders Meeting				
04.12.12	Brinton Park		4	Keys hand over to probation scheme				
04.12.12	WF House		4	Community Assets				
04.12.12	WF House		4	CMT/Cabinet				
06.12.12	WF House		4	T&C Budget Meet				
06.12.12	WF House		4	N Thomas/L Collis - Leisure				
06.12.12	WF House		4	Scrutiny				
07.12.12	Kidder Town Hall		4	WI Concert				
10.12.12	WF House		4	CMT/Cabinet				
10.12.12	WF House		4	John Campion/Town Hall				
11.12.12	WF House		4	CCG Help meet				
11.12.12	Green Street		4	Comm Working Group				
11.12.12	WF House		4	Planning Committee				
13.12.12	Northwood Lane Bewdley		4	Tree Planting				
13.12.12	Northwood Lane again		4	Tree Planting				
13.12.12	WF House		4	Public Realm Meeting				
14.12.12	WF House		4	Budget				
14.12.12	WF House		4	Chairman's Concert				
14.12.12	WF House		4	John Campion				
<b>TOTAL</b>			80	<b>TOTAL with additional Passengers</b>				<b>£0.00</b>

PAID

PAID

26.12.13

Receipts must be kept for evidence

Office Only - Totals for each Expenditure Code		Code	£ P
Mileage		37010	32.00
Train/Bus/Taxi		35010	0.00
Subsistence		47010	0.00
<b>PAYABLE</b>			<b>£32.00</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.

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) Penny Williams

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

