WYRE FOREST DISTRICT COUNCIL

Payroll Number

Travelling and Subsistence Claim month Ending November 2017

Name Cllr Ian Hardiman

Directorate

C.C. Rating 1800

Reg No.

Make & Model for Car

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
03.11.17	Home to Kidd Station		6	Birmingham GBSLEP - ESIF Meeting					* Parking	£4.40
07.11.17	Home to WFH		4	Meeting with Niall McMenimen					* Train Fare	£7.80
10.11.17	Home to WFH		4	Meeting with M Parker / PSP Briefing						
13.11.17	Home to WFH		4	Meeting with M Parker / PSP						
14.11.17	Home to WFH		4	Leader and Paul Round						
14.11.17	Home to WFH		4	Cabinet & Group Leaders						
21.11.17	Home to WFH		4	Meeting M Parker						
23.11.17	Home to Stone Manor		10	NWEDR Event						
23.11.17	Home to Worcester		34	Sports Partnership Awards						
27.11.17	Home to County Hall		37	LTB Meeting						
28.11.17	Home to WFH		4	JNCC Meeting						
30.11.17	Home to WFH		4	CLT/Cab Meeting						
			0						TOTAL £	£12.20
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	119	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID January 18. Salaries

Please do not add lines use a separate sheet if necessary

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
		TOTAL £	£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.

119	**miles at 40p**	47.60
0	**miles at 5p**	0.00
	TOTAL £	£47.60

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	47.60
Train/Bus/Taxi	35010	12.20
Subsistence	47010	0.00
PAYABLE		**£59.80**

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.