WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] **Travelling and Subsistence Claim month Ending** April 2014 **2014**

Name Ian Hardiman Directorate C.C. Rating 1800

Reg No. [redacted]

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
01.04.14	Home to Wyre Forest House		4	Meet Linda Collis - Ageing Well Meeting						
02.04.14	Home to Wyre Forest House		4	Council						
04.04.14	Home to Wyre Forest House		4	Community Assets - White Wickets						
07.04.14	Home to Foley Grove		4	Children and Young Persons Meet/CMT Cabinet						
08.04.14	Home to Finepoint		4	Emily Jordan Foundation Open Day						
08.04.14	Home to Wyre Forest House		4	Community Assets - Springfield Park						
10.04.14	Home to Wyre Forest House		4	Parish Forum						
15.04.14	Home to Wyre Forest House		4	Forum						
22.04.14	Home to Wyre Forest House		4	Meeting Ian Miller and Nick Tromans re WF Matters						
22.04.14	Home to Wyre Forest House		4	Cabinet						
25.04.14	Home to Wyre Forest House		4	WFDC Assets and CLT/Cabinet						
29.04.14	Home to Wyre Forest House		4	WF Matters					TOTAL £	£0.00
30.04.14	Home to Wyre Forest House		4	Community Safety						
30.04.14	Home to Green Street		4	L Collis & K Hagman - Leisure						
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	56	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
MAY 14 SALARIES

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:

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.

56	**miles at 40p**	22.40
0	**miles at 5p**	0.00
	TOTAL £	£22.40

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	22.40
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£22.40**

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.