

Payroll Number	WYRE FOREST DISTRICT COUNCIL	MEM	Reg No.	
Name	Cllr Ian Hardiman	June 2015	Make & Model for Car	
	Directorate	C.C. Rating	If car changed since previous claim state date	
		1800		

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	
13.05.15	Home to Wyre Forest House		4	Group Leaders Meeting				
18.05.15	Home to Wyre Forest House		4	Meeting with Leader				
19.05.15	Home to Wyre Forest House		4	Meeting with Chief Executive				
20.05.15	Home to Malvern Hills DC		44	Worcestershire Leaders Board				
21.05.15	Home to Wyre Forest House		4	Cabinet Meeting				
27.05.15	Home to Wyre Forest House		4	Full Council				
05.06.15	Home to Wyre Forest House		4	Meeting with Mike Parker and Leader				
15.06.15	Home to Wyre Forest House		4	Meeting with Linda Collis				
16.06.15	Home to Green Street		4	Meeting with Steve Brant				
17.06.15	Home to Wyre Forest House		4	1am Meeting with Linda Collis				£4.80
17.06.15	Home to Wyre Forest House		4	1pm Meeting with Leader and Linda Collis				
23.06.15	Home to Bromsgrove School		26	Worcestershire Schools Games				£4.80
24.06.15	Home to Green Street		4	Meeting with Linda Collis and Helen Dyke (am)				
24.06.15	Home to Wyre Forest House		4	Cab/CLT Meeting (pm)				
25.06.15	Home to Carpet Museum		4	Cab/CLT Away Day*				
26.06.15	Home to Envirocover, Hartlebury		16	Senior (County) Members Meeting				
			0					
			0					
			0					
			0					
			0					
			0					
			138	TOTAL with additional Passengers				
								£0.00

PAID

£1 PAID

SULLY 2015

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code

Item	Code	£	P
Mileage	37010	55.20	
Train/Bus/Taxi	35010	4.80	
Subsistence	47010	0.00	
PAYABLE		£60.00	

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.

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