

Payroll Number		WYRE FOREST DISTRICT COUNCIL		MEM		Reg No.	
Name		Travelling and Subsistence Claim month Ending		31st July 2015		2014	
Cllr Ian Hardiman		Directorate		C.C. Rating		1800	
						If car changed since previous claim state date	

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	
29.06.15	Home to Green Street	Home to Green Street	4	Meeting Joe Scully			24.07.15	Train Fare	£7.30
02.07.15	Home to Green Street/Goldthorn Road	Home to Green Street/Goldthorn Road	4	Recycling Contamination Checking			24.07.15	Parking at Station	£3.80
02.07.15	Home to Wyre Forest House	Home to Wyre Forest House	4	Scrutiny Meeting			21.07.15	Parking	£3.80
03.07.15	Home to Sandwell Council	Home to Sandwell Council	40	CA Leaders Meeting					
07.07.15	Home to Wyre Forest House	Home to Wyre Forest House	4	Meeting Alvan Kingston (trees)					
08.07.15	Home to Wyre Forest House	Home to Wyre Forest House	4	Waste Meeting - Linda Collis					
09.07.15	Home to Wyre Forest House	Home to Wyre Forest House	4	Meeting Leader and Linda Collis					
14.07.15	Home to Wyre Forest House	Home to Wyre Forest House	4	Cabinet					
15.07.15	Home to Bewdley	Home to Bewdley	4	Northwood Lane Friends Meeting					
16.07.15	Home to Green Street/Goldthorn Road	Home to Green Street/Goldthorn Road	4	Recycling Contamination project					
16.07.15	Home Wyre Forest House	Home Wyre Forest House	4	Meeting with Bewdley Councillor Beeson					
17.07.15	Home to Wyre Forest House	Home to Wyre Forest House	4	Members Forum					
21.07.15	Home to Wyre Forest House	Home to Wyre Forest House	4	Meeting with Linda Collis					
21.07.15	Home to Wyre Forest House	Home to Wyre Forest House	4	Chairman's Pre Council Meeting					
21.07.15	Home to Bewdley	Home to Bewdley	4	CLT/Cabinet Away Day					
24.07.15	Home to Kidderminster Train Station	Home to Kidderminster Train Station	4	LGA Leaders Meeting					
28.07.15	Home to Green Street	Home to Green Street	4	Recycling Contamination meeting					
29.07.15	Home to Wyre Forest House	Home to Wyre Forest House	4	Meeting Leader					
29.07.15	Home to Wyre Forest House	Home to Wyre Forest House	4	Full Council					
30.07.15	Home to Green Street	Home to Green Street	4	Recycling Contamination Project					
TOTAL			116	TOTAL with additional Passengers				TOTAL £	£0.00

PAID

SEPT IS SALARIES

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	46.40
Train/Bus/Taxi	35010	14.90
Subsistence	47010	0.00
PAYABLE		£61.30

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) Alison Braithwaite

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

[illegible]