WYRE FOREST DISTRICT COUNCIL

Payroll Number | Travelling and Subsistence Claim month Ending November 2015

Name: Cllr Ian Hardiman | Directorate | C.C. Rating

Reg No [redacted]

Make & Model for Car [redacted]a

If car changed since previous claim state date

Date	Details of Journey: Description From	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	Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
02.11.15	Home to Baxter Gardens (Pk)		6	Meeting Joe Scully re Tennis Club						
04.11.15	Home to Worcester Sixways		24	Hereford & Worcester Sports Awards						
05.11.15	Home to Wyre Forest House		4	Leader Briefing						
06.11.15	Home to Green Street		4	Meeting with Linda Collis						
10.11.15	Home to Wyre Forest House		4	Group Leaders/Cabinet						
11.11.15	Home to Wyre Forest House		4	Collect Laptop						
24.11.15	Home to Wyre Forest House		4	Meeting with Leader and Linda Collis						
			0							
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0				Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	50	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
JAN 16
SALARIES

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.

50	**miles at 40p**	20.00
0	**miles at 5p**	0.00
	TOTAL £	£20.00

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	20.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£20.00**

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.

WYRE FOREST DISTRICT COUNCIL

Payroll Number | Travelling and Subsistence Claim month Ending December 2015

Name: Cllr Ian Hardiman | Directorate | C.C. Rating

Reg No.

Make & Model for Car

If car changed since previous claim state date

Date	Details of Journey: Description From	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
01.12.15	Home to Wyre Forest House		4	CLT/Cabinet						
02.12.15	Home to St Georges Hall		4	CLT/Cabinet Away Day					Car Park	£3.80
04.12.15	Home to Green Street		4	Briefing with Linda Collis						
08.12.15	Home to County Hall		28	Police & Crime Panel						
09.12.15	Home to Wyre Forest House		4	Full Council						
14.12.15	Home to Wyre Forest House		4	Workshop - Team Wyre Forest						
16.12.15	Home to Green Street		4	Meeting with Linda Collis/Leader						
18.12.15	Home to Kidderminster Train Station		4	West Midlands Combined Authority Meeting, Birmingham					Car Park	£2.00
21.12.15	Home to Bewdley Hill, Brinton Park		4	Meeting Joe Scully re Parks						
22.12.15	Home to Wyre Forest House		4	Group Leaders/Cabinet						
08.12.15	Home to Wyre Forest House		4	Briefing with Leader						
			0						TOTAL £	£5.80
			0				Receipts must be kept for evidence			
			0				Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	68	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID
JAN 16 SALARIES.

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.

68	**miles at 40p**	27.20
0	**miles at 5p**	0.00
	TOTAL £	£27.20

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	27.20
Train/Bus/Taxi	35010	5.80
Subsistence	47010	0.00
PAYABLE		**£33.00**

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.