

Payroll Number	WYRE FOREST DISTRICT COUNCIL		Reg No.	
Name	Cllr Rose Bishop		Make & Model for Car	
	Travelling and Subsistence Claim m.	Ending	November 2016	
	Directorate	C.C. Rating	1400	
			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			Qty	Miles	Time Absent From To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	
06.11.16	Home to Worcester	Worcester Civic Service	34						
11.11.16	Home to Kidderminster	British Legion Remembrance Service	8						
01.11.16	Home to WFH	5 Legal Documents	5						
02.11.16	Home to WFH	5 Legal Documents	5						
03.11.16	Home to WFH	5 Legal Documents	5						
12.11.16	Home to Kidderminster	10 Christmas Lights Switch on	10						
13.11.16	Home to Kidderminster	6 Remembrance Day	6						
14.11.16	WFH to Home	0 Legal Documents - Taxi home	0					Taxi Fare	£7.90
15.11.16	Home to WFH	5 Meeting with Leader	5						
18.11.16	Home to WFH	5 Legal Documents	5						
18.11.16	Home to Kidderminster	6 King Charles I Founders Day Service	6						
18.11.16	Home to Kidderminster	4 Young Voices Concert	4						
19.11.16	Home to Kidderminster	4 Old Carolians Dinner	4						
20.11.16	Home to Kidderminster	6 Roadpeace Service	6						
22.11.16	Home to Evesham	62 Mayor of Evesham's Curry Night	62						
24.11.16	Home to Worcester	34 Opening of Worcester Victorian Fayre	34						
24.11.16	Home to Kidderminster	4 Plaque Unveiling	4						
25.11.16	Home to Stourport	10 Stourport Christmas Lights Switch on	10						
26.11.16	Home to Bewdley	12 Christmas Lights Switch on	12						
14.11.16	Home to WFH	2 Legal documents	2						
		TOTAL	227					TOTAL £	£0.00
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.									
Office Only - Totals for each Expenditure Code									
	Item	Code							£ p
	Mileage	37010	227 miles at 40p	90.80					90.80
	Train/Bus/Taxi	35010	0 miles at 5p	0.00					7.90
	Subsistence	47010	TOTAL £	£90.80					0.00
PAYABLE									£98.70

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

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.

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Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.		U	
Name		Travelling and Substantance Claim no.		Ending		November 2016	
Cllr Ian Hardiman		Directorate		C.C. Rating		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)	
Description		From		To			
01.11.16	Home to County Hall	Home to County Hall		Home to County Hall		28 Health and Wellbeing Meeting	
02.11.16	Home to WFH	Home to WFH		Home to WFH		4 Briefing with Mike Parker	
03.11.16	Home to WFH	Home to WFH		Home to WFH		4 Scrutiny	
08.11.16	Home to WFH	Home to WFH		Home to WFH		4 Cabinet/CLT	
09.11.16	Home to WFH	Home to WFH		Home to WFH		4 ReWyre Board	
16.11.16	Home to Bewdley	Home to Bewdley		Home to Bewdley		4 Neighbourhood Plan, N Fares	
17.11.16	Home to WFH	Home to WFH		Home to WFH		4 Kidderminster BID Heartfood	
18.11.16	Home to County Hall	Home to County Hall		Home to County Hall		28 Sherstone Group	
21.11.16	Home to WFH	Home to WFH		Home to WFH		4 Briefing with Mike Parker	
22.11.16	Home to WFH	Home to WFH		Home to WFH		4 Meeting with University of Wolverhampton	
22.11.16	Home to WFH	Home to WFH		Home to WFH		4 Cabinet	
24.11.16	Home to Stone Manor	Home to Stone Manor		Home to Stone Manor		12 NWEDR Event	
30.11.16	Home to Kidderminster	Home to Kidderminster		Home to Kidderminster		4 Public Meeting HLF	
TOTAL		TOTAL		TOTAL		108 TOTAL with additional Passengers	
Please do not add lines use a separate sheet if necessary							
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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"	

Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.	
Name		Travelling and Subsistence Claim no. Ending		Make & Model for Car	
Cllr Ian Hardiman		October 2016		If car changed since previous claim state date	
Directorate		C.C. Rating		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					
	Description	From			To	Qty	Miles	Time Absent	From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
03.10.16	Home to WFH	Home to WFH	4	Licensing								
04.10.16	Home to WFH	Home to WFH	4	Linda Draycott/ M Hart								
04.10.16	Home to WFH	Home to WFH	4	Cabinet								
05.10.16	Home to HUB	Home to HUB	4	Corporate Briefing						Car Parking	£1.50	
05.10.16	Home to County Hall	Home to County Hall	28	Police and Crime Panel								
06.10.16	Home to WFH	Home to WFH	4	SCG								
11.10.16	Home to WFH	Home to WFH	4	CCTV/Spennells Changing Rooms Meeting								
12.10.16	Home to Kidderminster Town Hall	Home to Kidderminster Town Hall	4	BBC Interview						Car Parking	£1.20	
13.10.16	Home to WFH	Home to WFH	4	Members Forum						Car Parking (26/10)	£3.90	
14.10.16	Home to WFH	Home to WFH	4	Meeting with John Baggott								
18.10.16	Home to WFH	Home to WFH	4	Planning Committee						TOTAL £	£6.60	
19.10.16	Home to WFH	Home to WFH	4	Members Briefing								
20.10.16	Home to WFH	Home to WFH	4	University of Wolverhampton launch								
20.10.16	Home to WFH	Home to WFH	4	Local Plans Meeting								
20.10.16	Home to WFH	Home to WFH	4	No Barriers Awards								
21.10.16	Home to Bransford, Worcester	Home to Bransford, Worcester	40	Shenstone Group Meeting								
26.10.16	Home to WFH	Home to WFH	4	Member Champions								
26.10.16	Home to Bewdley	Home to Bewdley	4	Cabinet/SLT Away Day								
28.10.16	Home to Evesham	Home to Evesham	66	Black Pear Tree Awards								
TOTAL			198	TOTAL with additional Passengers						TOTAL £	£0.00	

Please do not add lines use a separate sheet if necessary

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Office Only - Totals for each Expenditure Code		Office Only - Totals for each Expenditure Code	
Item	Code	Item	Code
Mileage	37010	Mileage	37010
Train/Bus/Taxi	35010	Train/Bus/Taxi	35010
Subsistence	47010	Subsistence	47010
PAYABLE		PAYABLE	
£85.80		£85.80	

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