

Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.	
Name		February 2017		Make & Model for Car	
Cllr Ian Hardiman		C.C. Rating		If car changed since previous claim state date	
Directorate		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	
	From	To			Qty	Miles	Time Absent From To	Rail fare, Bus Fare, Taxi Fare, Parking Fee
02.02.17	Home to WFH	Home to WFH	4	Scrutiny				
03.02.17	Home to Kenilworth	Home to Kenilworth	80	DCN Conference				
06.02.17	Home to WFH	Home to WFH	4	Licensing Committee				
07.02.17	Home to WFH	Home to WFH	4	Group Leaders/Cabinet				
08.02.17	Home to WFH	Home to WFH	4	Briefings MP/DP/PB				
09.02.17	Home to WFH	Home to WFH	4	Pre Council Meeting				
16.02.17	Home to WFH	Home to WFH	4	PSP Meeting				
17.02.17	Home to WFH	Home to WFH	4	Opening Hoobrook Link Road				
21.02.17	Home to WFH	Home to WFH	4	Leader/M Parker Meeting				
22.02.17	Home to WFH	Home to WFH	4	Leader.				
22.02.17	Home to WFH	Home to WFH	4	Full Council				
27.02.17	Home to WFH	Home to WFH	4	Sign Cabinet Member Decision				
28.02.17	Home to WFH	Home to WFH	4	CLT/Cabinet				
TOTAL			128	TOTAL with additional Passengers				
TOTAL			128	TOTAL with additional Passengers	0		TOTAL £	£0.00

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code			
Item	Code	£ p	Amount
Mileage	37010	51.20	51.20
Train/Bus/Taxi	35010	0.00	0.00
Subsistence	47010	0.00	0.00
PAYABLE			£51.20

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.

[illegible]