

Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.		
Name		Cllr Ian Hardiman		Make & Model for Car		
Directorate		June 2017		If car changed since previous claim state date		
Travelling and Subsistence Claim month Ending		June 2017		C.C. Rating		
Directorate		1800				
Details of Journey		Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)		Subsistence and other expenses		
Date	Description	Miles		Additional People Carried	Time Absent	Amount
		From	To			
12.06.17	Home to WFH	4	Licensing Committee			
13.06.17	Home to WFH	4	Town Centre Meeting/Planning Training			
14.06.17	Home to Bewdley	4	CLT/Cab Away Day			£4.00
14.06.17	Home to WFH	4	Cabinet			
15.06.17	Home to WFH	4	Briefing with Dean Piper			£9.10
16.06.17	Home to Comberton Place	6	Train to GBSLEP Board Birmingham			£4.00
19.06.17	Home to Bewdley	4	Flag Flying			£1.50
20.06.17	Home to WFH	4	Planning Committee			
21.06.17	Home to WFH	4	Members Briefing Local Plan			
22.06.17	Home to WFH	4	Meeting Mike Parker			
23.06.17	Home to Bewdley	4	Meet Headteacher re parking			
27.06.17	Home to WFH	4	CLT/Cabinet			£18.60
28.06.17	Home to Green Street	4	Corporate Brief			
28.06.17	Home to WFH	4	Corporate Brief			
29.06.17	Home to WFH	4	Social Media Training			
30.06.17	Home to WFH	4	Leader & Mike Parker			
		0				
		0				
		0				
		0				
		66	TOTAL with additional Passengers			£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	26.40		
		Train/Bus/Taxi	35010	18.60		
		Subsistence	47010	0.00		
		PAYABLE			£45.00	
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.						

PAID

SUBSIDY

17 SEP 2017

WYRE FOREST DISTRICT COUNCIL

06 JUL 2017

