WYRE FOREST DISTRICT COUNCIL

Payroll Number [redacted] | Travelling and Subsistence Claim month Ending June 2017 | Reg No. [redacted]

Name Cllr Ian Hardiman | Directorate | C.C. Rating 1800 | Make & Model for Car [redacted]

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
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					Car Parking	£4.00
14.06.17	Home to WFH		4	Cabinet						
15.06.17	Home to WFH		4	Briefing with Dean Piper					Train (16.06.17)	£9.10
16.06.17	Home to Comberton Place		6	Train to GBSLEP Board Birmingham					Car Parking	£4.00
19.06.17	Home to Bewdley		4	Flag Flying					Car parking	£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					TOTAL £	£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							
		TOTAL	66	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

Sully 17 SALARIES

WYRE FOREST DISTRICT COUNCIL 06 JUL 2017

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount

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.

66	miles at 40p	26.40
0	miles at 5p	0.00
	TOTAL £	£26.40

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**

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	May 2017	Reg No.	
Name	Cllr I Hardiman	Directorate	C.C. Rating 1800	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	Miles	Subsistence and other expenses: Time Absent From	To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
10.04.17	Home to WFH		4	Chief Executive/Mike Parker/NWEDR						
10.04.17	Home to WFH		4	Licensing Committee						
18.04.17	Home to WFH		4	Group Leaders/Planning Committee						
19.04.17	Home to WFH		4	ReWyre Board						
20.04.17	Home to WFH		4	CLT/Cabinet						
02.05.17	Home to WFH		4	Meeting Leader/Mike Parker						
09.05.17	Home to WFH		4	Mike Parker						
09.05.17	Home to WFH		4	CLT/Cabinet						
10.05.17	Home to WFH		4	Full Council						
11.05.17	Home to WFH		4	Leader						
16.05.17	Home to WFH		4	Planning Committee						
17.05.17	Home to WFH		4	Champions Meeting					TOTAL £	£0.00
23.05.17	Home to WFH		4	Mike Parker & JNCC						
23.05.17	Home to WFH		4	Cabinet/Group Leaders						
30.05.17	Home to WFH		4	Chief Executive/Tracey Southall/Nathan Desmond						
30.05.17	Home to WFH		.4	Viability Training						
			0							
			0							
			0							
			0							
		TOTAL	64	TOTAL with additional Passengers		0			TOTAL £	£0.00

Receipts must be kept for evidence

Time Absent From	To	Subsistence, Breakfast, Lunch Etc	Amount

Please do not add lines use a separate sheet if necessary

WYRE FOREST DISTRICT COUNCIL
06 JUL 2017

£ PAID

JULY 17 SALARIES.

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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.

64	**miles at 40p**	25.60
0	**miles at 5p**	0.00
	TOTAL £	£25.60

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	25.60
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£25.60**

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.

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WYRE FOREST DISTRICT COUNCIL

Payroll Number

Travelling and Subsistence Claim month Ending June 2017

Name: Councillor Stephen Williams

Directorate

C.C. Rating: 1500

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	Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
10.05.17	Chaddesley to WFH		13	Full Council						
11.05.17	Chaddesley to Churchill		10	Site visit (Planning)						
16.05.17	Chaddesley to WFH		13	Planning						
22.05.17	Chaddesley to WFH		13	Local Plans Review Panel						
01.06.17	Chaddesley to WFH		13	Overview and Scrutiny						
13.06.17	Chaddesley to WFH		13	Planning Training						
14.06.17	Chaddesley to Bewdley		16	Cabinet Away Day						
20.06.17	Chaddesley to WFH		13	Planning						
21.06.17	Chaddesley to WFH		13	Local Plans Preferred Options						
29.06.17	Chaddesley to WFH		13	Media Training						
			0							
			0						TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	130	TOTAL with additional Passengers		0			TOTAL £	£0.00

£ PAID £

JULY 17 SALARIES

Receipts must be kept for evidence

Time Absent From	Time Absent To	Subsistence, Breakfast, Lunch Etc	Amount

Please do not add lines use a separate sheet if necessary

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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.

130	miles at 40p	52.00
0	miles at 5p	0.00
	TOTAL £	£52.00

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	52.00
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£52.00**

Approved (Authorised Signatory): Louisa Bright

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