

Payroll Number		WYRE FOREST DISTRICT COUNCIL		Reg No.		
Name		Cllr I Hardiman		Make & Model for Car		
Directorate		C.C. Rating		If car changed since previous claim state date		
Travelling and Subsistence Claim month Ending		May 2017		1800		
Details of Journey			Purpose and Passengers Carried		Subsistence and other expenses	
Date	Description	Miles	(5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)		Additional People Carried	Amount
			Qty	Miles		
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	<div style="border: 2px solid black; padding: 5px;"> <p>WYRE FOREST DISTRICT COUNCIL</p> <p>06 JUL 2017</p> </div>		
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			
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				
		0				
		64	TOTAL with additional Passengers			
					0	£0.00
Please do not add lines use a separate sheet if necessary						
<p>I submit this form electronically to my authorised officer and confirm:</p> <p>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.</p> <p>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.</p>						
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
<p>The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.</p> <p>Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to "Wyre Forest Payroll"</p>						
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.						