**WYRE FOREST DISTRICT COUNCIL**

Payroll Number: [redacted]

**Travelling and Subsistence Claim month Ending** July 2017

Name: Cllr Ian Hardiman

Directorate:

C.C. Rating: 1800

Reg No.: [redacted]

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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 03.07.17 | Home to WFH | | 4 | Meeting D Piper | | | | | | |
| 06.07.17 | Home to Worcs Cricket Ground | | 36 | WLEP/ESIF Meeting | | | | | Parking | £2.50 |
| 07.07.17 | Home to Birmingham | | 6 | GBSLEP/ESIF Meeting (Park at Comberton Place) | | | | | Parking £4.00 Train £9.1 | £13.10 |
| 11.07.17 | Home to Spennells | | 6 | BBC Interview | | | | | | |
| 12.07.17 | Home to Kidderminster Railway Station | 6 | 6 | Rail/Station Exhibit Photos | | | | | Parking | £1.20 |
| 12.07.17 | Home to Kidderminster Town Hall | | 6 | Young Citizen Event | | | | | | |
| 13.07.17 | Home to WFH | | 4 | Members Forum | | | | | | |
| 17.07.17 | Home to WFH | | 4 | Park @ WFH to NWEDR Redditch | | | | | | |
| 18.07.17 | Home to WFH | | 4 | Pre Council Meeting | | | | | | |
| 20.07.17 | Home to WFH | | 4 | Briefing M Parker/Meet Spennells Residents | | | | | | |
| 25.07.17 | Home to County Hall | | 39 | Worcs Local Transport Board | | | | | | |
| 26.07.17 | Home to WFH | | 4 | Full Council | | | | | TOTAL £ | £16.80 |
| 28.07.17 | Home to Cookley | | 8 | Local Plan Drop in Session | | | | | | |
| 11.07.17 | Home to WFH | | 4 | Group Leaders/Cabinet | | | | | | |
| | | | 0 | £ PAID | | | | | | |
| | | | 0 | £ OCT 17 SALARIES. | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | TOTAL | 135 | TOTAL with additional Passengers | | 0 | | | TOTAL £ | £0.00 |

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**

DB

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.

| | | |
|---|---|---|
| 135 | **miles at 40p** | 54.00 |
| 0 | **miles at 5p** | 0.00 |
| | **TOTAL £** | £54.00 |

Office Only - Totals for each Expenditure Code

| Item | Code | £ p |
|---|---|---|
| Mileage | 37010 ✓ | 54.00 |
| Train/Bus/Taxi | 35010 ✓ | 16.80 |
| Subsistence | 47010 | 0.00 |
| **PAYABLE** | ✓ | **£70.80** |

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 [redacted] | Travelling and Subsistence Claim month Ending August 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 | Miles | Subsistence and other expenses: Time Absent From | Time Absent To | Rail fare, Bus Fare, Taxi Fare, Parking Fee | Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| 01.08.17 | Home to WFH | | 4 | Briefing Mike Parker | | | | | | |
| 04.08.17 | Home to Broadwaters | | 6 | Local Plan Drop in Session | | | | | | |
| 07.08.17 | Home to WFH | | 4 | Licensing Committee | | | | | | |
| 08.08.17 | Home to Birmingham | | 6 | ESIF Briefing CLG (Park Comberton Place) | | | | | Parking £4.00 Train £7.6 | £11.60 |
| 09.08.17 | Home to WFH | | 4 | Take Computer to IT | | | | | | |
| 10.08.17 | Home to WFH | | 4 | Meeting with Leader and K Underhill | | | | | | |
| 17.08.17 | Home to Aggborough | | 6 | Sponsors Evening at Kidderminster Harriers | | | | | | |
| 24.08.17 | Home to Birmingham | | 6 | GBSLEP Board Meeting (with Mike Parker) | | | | | Parking | £4.00 |
| 31.08.17 | Home to WFH | | 4 | Briefing Mike Parker | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | TOTAL £ | £15.60 |
| | | | 0 | | | | Receipts must be kept for evidence | | | |
| | | | 0 | | | | Time Absent From | Time Absent To | Subsistence, Breakfast, Lunch Etc | Amount |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | | 0 | | | | | | | |
| | | TOTAL | 44 | TOTAL with additional Passengers | | 0 | | | TOTAL £ | £0.00 |

PAID

OCT 17 SALARIES.

**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.

| | | |
|---|---|---|
| 44 | **miles at 40p** | 17.60 |
| 0 | **miles at 5p** | 0.00 |
| | **TOTAL £** | £17.60 |

Office Only - Totals for each Expenditure Code

| Item | Code | £ p |
|---|---|---|
| Mileage | 37010 | 17.60 |
| Train/Bus/Taxi | 35010 | 15.60 |
| Subsistence | 47010 | 0.00 |
| **PAYABLE** | | **£33.20** |

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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