WYRE FOREST DISTRICT COUNCIL

Payroll Number: [redacted] | Travelling and Subsistence Claim month Ending November 2013 | 2013

Name: Cllr Ian Hardiman | Directorate: | C.C. Rating: 1800

Reg No. [redacted]

Make & Model for Ca.

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
01.11.13	Home to Wyre Forest House		4	Meeting - Civica - IM/ND						
05.11.13	Home to Wyre Forest House		4	CMT/Cabinet						
06.11.13	Home to Wyre Forest House		4	CMT/Cabinet						
08.11.13	Home to Worcester Six Ways		22	Domestic Abuse/Sexual Violence Seminar						
12.11.13	Home to Wyre Forest House		4	Group Leaders						
12.11.13	Home to Wyre Forest House		4	CAT Meeting - Kidderminster Foreign Parish Council						
12.11.13	Home to Wyre Forest House		4	Planning						
13.11.13	Home to Wyre Forest House		4	Meeting - Leader						
13.11.13	Home to Bewdley		4	Northwood Lane Meeting						
15.11.13	Home to WF House	4	4	Meet PC Leek and CSO's						
18.11.13	Home to Foley Grove		4	WF Matters Children Meeting						
19.11.13	Home to Wyre Forest House		4	health & Wellbeing Delivery					TOTAL £	£0.00
19.11.13	Home to Wyre Forest House		4	Cabinet						
20.11.13	Home to Wyre Forest House		4	Meet Fairtrade						
21.11.13	Home to Wyre Forest House		4	Leisure Project						
21.11.13	Home to Wyre Forest House		4	Meet Leader						
21.11.13	home to springfield Lane		6	Meet Friends of Springfield Park						
25.11.13	Home to Bromsgroove DC		26	North Worcs Community Safety Partnership						
26.11.13	Home to Wyre Forest House		4	Karen Wright re H&Wellbeing						
26.11.13	Home to Bewdley		4	Bewdley Museum Management Meeting						
		TOTAL	122	TOTAL with additional Passengers		0			TOTAL £	£0.00

PAID

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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.

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.

122	miles at 40 p	48.80
0	miles at 5 p	0.00
	TOTAL £	£48.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	48.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£48.80**

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 November 2013 | 2013

Name: 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	Miles	Subsistence and other expenses: Time Absent From	Time Absent To	Rail fare, Bus Fare, Taxi Fare, Parking Fee	Amount
27.11.13	Home to Wyre Forest House		4	Full Council						
29.11.13	Home to Wyre Forest House		4	M Garner - Cycle Forum						
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0						TOTAL £	£0.00
			0							
			0							
			0							
			0							
			0							
			0							
			0							
			0							
		TOTAL	8	TOTAL with additional Passengers		0			TOTAL £	£0.00

£ £ PAID Dec 13

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.

8	miles at 40 p	3.20
0	miles at 5 p	0.00
	TOTAL £	£3.20

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	3.20
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£3.20**

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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WYRE FOREST DISTRICT COUNCIL

Payroll Number	01716	Travelling and Subsistence Claim month Ending	October 2013	2013	
Name	Ian Hardiman	Directorate	C.C. Rating	1800	

Reg No.	HD56 DFE
Make & Model for Car	Ford C-Max
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
03.10.13	Home to Puxton Lane		4	Meeting - Mental Health Mapping						
07.10.13	Home to WF House		4	Cabinet/CMT						
08.10.13	Home to WF House		4	Group Leaders Meeting						
08.10.13	Home to WF House		4	Planning Committee						
09.10.13	Home to WF House		4	Leisure Project						
09.10.13	Home to WF House		4	Community Awards						
11.10.13	Home to Green Street		4	Leisure Meeting						
14.10.13	Home to WF House		4	Members Briefing - Leisure Centre						
15.10.13	Home to WF House		4	Meet S Dunning/ KD21 Scouts Rep						
15.10.13	Home to Baxter Gardens		6	Meet Cllr Rayner/K Wright - Activities						
16.10.13	Home to WF House		4	Members Officers Meet Up						
16.10.13	Home to WF House		4	Meet with Stourport Council Reps					TOTAL £	£0.00
17.10.13	Home to WF House		4	L Collis - Depot briefing						
22.10.13	Home to WF House	4	4	Cabinet Meeting						
23.10.13	Home to Samaurai Judo Club	4	4	WF Sports Awards						
24.10.13	Home to Kidderminster Town		4	Public Realm Briefing @ Sony						
24.10.13	Home to WF House		4	Meet Broome PC Reps						
25.10.13	Home to County Hall		28	Health and Well Being - Obesity						
31.10.13	Home to WF House		4	Boundary Working Group						
			0							
		TOTAL	102	TOTAL with additional Passengers		0			TOTAL £	£0.00

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Dec 13

Receipts must be kept for evidence

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

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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.

102	miles at 40 p	40.80
0	miles at 5 p	0.00
	TOTAL £	£40.80

Office Only - Totals for each Expenditure Code

Item	Code	£ p
Mileage	37010	40.80
Train/Bus/Taxi	35010	0.00
Subsistence	47010	0.00
PAYABLE		**£40.80**

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.

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