STEED THE PROPERTY OF THE PROP		T		WY INTE	WYRE FOREST DISTRICT COUNCIL	STRICT COL	Intohor		3		Reg No.	3	
Name	Marcus Hart	Directorate	Directorate		K.	0.0	C.C. Rating	2 litre	- 10		If car changed since p	e	
	Details of Journey	Journey			D	mose and P	Purnose and Passengers Carried		Adi	AddItional		Subsistence and other expenses	1
Date	Description	ption	Miles	(5p per mile	may be claimed	for Passen	agers who are Wy	(5p per mile may be claimed for Passenagers who are Wyre Forest District Council		People Carried	Time Absent	Rail fare, Bus Fare, Taxi Fare,	
	From	То	_			Emp	Employees)		ĝ	Miles	From To	Parking Fee	Amount
02.10.13	Home to WFH and return	urn •	10	Strategic Review Committee	iew Committe	Ö			-				
03.10.13	Home to WFH and return	um •		Briefing with LC and SB	C and SB								
03.10.13	Home to WFH and return	urn •	10	Overview and Scrutiny	Scrutiny	j							
07.10.13	Home to WFH and return	urn •	10	Cab/CMT									
08.10.13	Home to WFH and return	um •	10	Group Leaders	S)					1			
09.10.13	Home to WFH and return	um •	10	Planning DC						Ċ			
16.10.13	Home to WFH and return	um •		Community Asset Transfer Meeting SOS with LC	sset Transfer	Meeting S	SOS with LC			Ċ		Tal	
16.10.13	Home to WFH and return	um	10	Briefing with LC/SB/CSN/DJ	C/SB/CSN/D								
17.10.13	Home to WFH and return	um	10	Depot Briefing							20/12		
22.10.13	Home to WFH and return	urn	10	Cabinet									
23.10.13	Home to Samurai Judo Club	Club	10	Sports Awards	S								
24.10.13	Home to Green Street and Return	and Return ▼	8	Briefing with LC/SB/JS/MP and Supervisors	_C/SB/JS/MP	and Supe	rvisors					TOTAL £	£0.00
24.10.13	Home to WFH and return	um •	10	Special Scrutiny on Fire Consultation	ny on Fire Co	nsultation					Receipts must	Receipts must be kept for evidence	
29.10.13	Home to WFH and return	urn 🔻	10	Meeting with constituent	constituent						Time Absent	Subsistance Breakfast Lunch Etc	Etc Amount
31.10.13	Home to WFH and return	um 💌	10	Briefing IRM							From To		
31.10.13	Home to WFH and return	um 🔻	10	Boundary Review Meeting	view Meeting								
		1	0										
		1	0										
		Į.	0	THE RESERVE			TAY OF THE PARTY O						
		1	0						Г				
		TOTAL	158	TOTAL with additional Passengers	additional Pa	ssengers				٥		TOTAL £	€0.00
ease do no	Please do not add lines use a separate sheet if necessary	eparate sheet if	necessary										
											Office Only - To	Totals for each Expenditure Code	Code
submit this fo	submit this form electronically to my authorised officer and confirm	my authorised o	fficer and co	nfirm:		158 mi	miles at 40 p	6	63.20		Item	Code	th o
) the above	a) the above details are a correct record of official journeys and that	ct record of offi	cial journey	s and that		0 mi	miles at 5 p		0.00		Mileage	37010	63.20
ot been pre	not been previously reimbursed.	licuited off add	טוטומוויס כוס		Q	70	TOTAL £	£63	£63.20		Train/Bus/Taxi	35010	0.00
) During the	b) During the period of this claim the vehicle was insured and had a valid MOT certificate, that business use was	m the vehicle w	vas insure	d and had a	a valid MO)T certif	icate, that I	ousiness use w	/as	- (0	Subsistence	47010	0.00
roduce thes	specified on the certificate of insurance and that I held a current driving license . I acknowledge produce these documents if requested by WFDC.	nsurance and th quested by WFI	nat I held a d DC.	current dri	iving licen	ise. I ac	cknowledge	I have 21 days to	5 		PAYABLE		£63.20
					The are	The Authorised are reasonable	sed Signator ble.	y must type their	name in	the box	to certify the jo	The Authorised Signatory must type their name in the box to certify the journeys, mileage and expenses claimed are reasonable.	enses claime
pproved (Autho	Approved (Authorised Signatory)	Louisa Bright			Usir "Wv	ng the dr	down me avroll"	nu under "OFFIC	E BUTT	ON" (To	p left hand con	nu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to	nd, e-mail to
						Link no	Diagonate alaims must be received by Devell on or before the 6th of the month is the big of the second in the contract of the						

						"Wyre Forest Payroll"	"Wyre F				Louisa Bright	Approved (Authorised Signatory) Louisa Bright "Wyre Forest Payroll"	pproved (Autho
e-mail to	Using the drop down menu under "OFFICE BUTTON" (Top left hand corner of screen), choose send, e-mail to	op left hand corner	JTTON" (der "OFFICE BI	lenu unc	e drop down m	Using the drop						
es claime	ry must type their name in the box to certify the journeys, mileage and expenses claimed	ox to certify the jour	e in the bo	type their nam	ory must	The Authorised Signator	The Aut						
£48.00		PAYABLE						¢.		Ċ	uested by WFD	produce these documents if requested by WFDC	roduce thes
0.00	47010	Subsistence		business use was to have 21 days to		e rtificate , that business use wa I acknowledge I have 21 davs to	MOT c	ad a vali c driving l	ed and ha	as insur	t he vehicle w surance and tha	b) During the period of this claim the vehicle was insured and had a valid MOT certificate, that) During the pecified on
0.00	35010	Train/Bus/Taxi		£48.00		TOTAL £						not been previously reimbursed	ot been prev
48.00	37010	Mileage		0.00		0 miles at 5 p		lat nd has	laimed ar	istence c	curred on subs	a) the above details are a correct record of official journeys and that expenditure has actually been incurred on subsistence claimed and has) trie above i xpenditure h
m	Code	item		48.00		miles at 40 p	120		onfirm:	ficer and o	ny authorised of	I submit this form electronically to my authorised officer and confirm:	submit this fo
ode	Office Only - Totals for each Expenditure Code	Office Only - Tota											
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€0.00	TOTAL £	0				gers	nal Passen	TOTAL with additional Passengers		120	TOTAL		
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Amount	Subsistence, Breaklast, Lunch Etc	From To							0		 		
		Time Absent							٥		1		
	Receipts must be kept for evidence	Receipts must be							0		1		
£0.00	TOTAL £								0		4		
									0		4		
							ollis pm	Briefing with Linda Collis pm	0 Briefing w	10	1	Home to WFH and return	06/11/2013
								요.	0 Full Council	10	ı	Home to WFH and return	27/11/2013
	130 13									30		Worcester to Bromsgrove	21/11/2013
	AND THE SECONDARY							m	0 Cabinet pm	10	n	Home to WFH and return	19/11/2013
		(2)				Briefing with Mike Parker and Tracey Southall am	rker and Tr	ith Mike Pa		10	ח ו	Home to WFH and return	19/11/2013
		70/						OC pm	D Planning DC pm	10		Home to WFH and return	12/11/2013
						ä	p Leaders	Pre council and Group Leaders am		10	'n	Home to WFH and return	12/11/2013
							ÿ	Overview and Scrutiny	Overview	10	3	Home to WFH and return	07/11/2013
									0 Cab/CMT	10	1	Home to WFH and return	06/11/2013
									0 Cab/CMT	10	1	Home to WFH and return	05/11/2013
	Parking Fee	From To	Qty Miles			Employees)					То	From	
Amount	Rall fare, Bus Fare, Taxi Fare,	Time Absent	People Carried	re Forest District Council	Vyre Forest	(5p per mile may be claimed for Passenagers who are W)	laimed for Pa	mile may be o	(5p per	Miles	ion	Description	Date
	Subsistence and other expenses		Additional		B.	Purpose and Passengers Carried	Purposa				ourney	Details of Journey	
	ious claim state date	If car changed since previous claim state date			2 litre	C.C. Rating				Directorate		Marcus Hart	
		Make & Model for Car		2013		November		Ending	aim month	sistence Cl	Travelling and Subsistence Claim month Ending		Payroll Number
							MINE CONEST DISTRICT COONCIL						