

Payroll Number	WYRE FOREST DISTRICT COUNCIL	Reg No.	
Name	Ian Hardiman	Make & Model for Car	
Directorate	February 2013	If car changed since previous claim state date	
Travelling and Subsistence Claim month Ending	February 2013		
	I.C.C. Rating	1800	

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)	Additional People Carried	Subsistence and other expenses		Amount
	From	To				Time Absent From	To	
04.02.13	Home to Foley Grove		4	Wyre Forest Matters (children)				
05.02.13	Home to Wyre Forest House		4	Paddling Pools - Kay Higman				
05.02.13	Home to Wyre Forest House		4	CMT/Cabinet				
06.02.13	Home to Town Hall		4	Meeting with Chief Executive				
07.02.13	Home to Wyre Forest House		4	CAT's Arley Parish Council				
11.02.13	Home to Wyre Forest House		4	LC/KH - Splash Parks				
12.02.13	Home to Wyre Forest House		4	Group Leaders				
12.02.13	Home to Wyre Forest House		4	CAT's (re Stourport)				
12.02.13	Home to Wyre Forest House		4	Planning Committee				
14.02.13	Home to Finepoint (Spokes)		4	Open Day - Emily Jordan Foundation				
18.02.13	Home to Wyre Forest House		4	Localism - Parish update				
19.02.13	Home to Wyre Forest House		4	CAT's MH/CN				
19.02.13	Home to Bewdley		4	Wyre Forest Roadshow				
19.02.13	Home to Wyre Forest House		4	Meeting re Toilets				
19.02.13	Home to Wyre Forest House		4	Cabinet				
20.02.13	Home to Birchen Coppice		4	St Peters Love your Community				
21.02.13	Home to Stourbridge		16	Ashfield Gardens - Camphill Trust Open Day				
22.02.13	Home to Wyre Forest House		4	Jenny Moreton re Spokes Charity				
22.02.13	Civic Centre		8	Wyre Forest Dance Festival				
25.02.13	Trinity Methodist		4	Building Sustainable Communities (Crown Seminar)				
	TOTAL		96	TOTAL with additional Passengers	0			£0.00

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code		Item	Code	£	P
		Mileage	37010	38.40	
		Train/Bus/Taxi	35010	0.00	
		Subsistence	47010	£38.40	0.00
PAYABLE				£38.40	

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.

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"

Approved (Authorised Signatory) P H Williams

Please note claims must be received by Payroll on or before the 6th of the month in which payment is required.

Payroll Number	WYRE FOREST DISTRICT COUNCIL	Reg No.	
Name	Ian Hardiman	Make & Model for Car	
	Travelling and Subsistence Claim month Ending	2013	
	Directorate	C.C. Rating	1800
		If car changed since previous claim state date	

Date	Details of Journey		Miles	Purpose and Passengers Carried (5p per mile may be claimed for Passengers who are Wyre Forest District Council Employees)	Additional People Carried	Subsistence and other expenses	
	Description	To				Time Absent	From
07.01.13	Home to Wyre Forest House	4	4	L Collis and M Hart Meeting			
07.01.13	Home to Wyre Forest House	4		CMT/Cabinet			
08.01.13	Home to Wyre Forest House	4		C Assets Meeting			
08.01.13	Home to Wyre Forest House	4		Planning			
09.01.13	Home to Bewdley northwood Lane	4		Friends of Park meeting			
10.01.13	Home to Wyre Forest House	4		Budget Review Comm			
14.01.13	Home to Wyre Forest House	4		Wyre Forest Matters Meet			
15.01.13	Home to Wyre Forest House	4		L Collis - Leisure Project			
16.01.13	Home to Bewdley	4		Friends of Museum			
17.01.13	Home to Wyre Forest House	4		C Newlands Meet			
17.01.13	Home to Wyre Forest House	4		Budget Review Comm			
21.01.13	Home to Wyre Forest House	4		C Newlands - Localism			
21.01.13	Home to Wyre Forest House	4		Public Realm workshop			
22.01.13	Home to Wyre Forest House	4		K Higman - Museum			
22.01.13	Home to Wyre Forest House	4		CMT/Cabinet			
23.01.13	Home to Wyre Forest House	4		Comm Safety Meeting			
23.01.13	Home to St Georges Rectory	4		Meet Fairtrade Comm			
24.01.13	Home to Kidderminster Town Centre	4		Meet Leader re Leisure Centre			
28.01.13	Home to Wyre Forest House	4		Cabinet Review			
	TOTAL	76	76	TOTAL with additional Passengers	0	TOTAL £	£0.00

Please do not add lines use a separate sheet if necessary

Office Only - Totals for each Expenditure Code		Item	Code	£	P
		Mileage	37010	30.40	
		Train/Bus/Taxi	35010	0.00	
		Subsistence	47010	0.00	
		PAYABLE		£30.40	

I submit this form electronically to my authorised officer and confirm:
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