

Payroll Number	WYRE FOREST DISTRICT COUNCIL		Reg No.						
Name	Travelling and Subsistence Claim month Ending		Make & Model for Car						
Ian Hardiman	January 2014		If car changed since previous claim state date						
Directorate	C.C. Rating		1800						
PAID									
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
06.01.14	Home to Wyre Forest House		4	Meeting with Leader re Business Case					
07.01.14	Home to Wyre Forest House		4	Meeting re Crown House					
08.01.14	Home to Wyre Forest House		4	Xpressions Panel Meeting					
09.01.14	Home to Walshes, SOS		8	Community Event					
10.01.14	Home to Woodbury Road, SOS		6	Planning Site Visit					
13.01.14	Home to Kidderminster Youth House		4	Kidderminster Youth Trust Meeting					
14.01.14	Home to Wyre Forest House		4	Group Leaders Meeting					
14.01.14	Home to Wyre Forest House		4	Planning Committee					
15.01.14	Home to Bewdley		4	Northwood Lane Meeting					
16.01.14	Home to Wyre Forest House		4	Vanguard Meeting					
20.01.14	Home to Wyre Forest House		4	Business Case Meeting					
21.01.14	Home to Wyre Forest House		4	Cabinet Meeting					
22.01.14	Home to Wyre Forest House		4	Community Safety Partnership					
22.01.14	Home to Wyre Forest House		4	SHIP Meeting					
23.01.14	Home to Wyre Forest House		4	Forum					
27.01.14	Home to Foley Grove		4	WF Children and Young People					
29.01.14	Home to Wyre Forest House		4	Ageing Well Meeting					
31.01.14	Home to Kidderminster		4	KAF Creatives relaunch (Boards Head)					
TOTAL			78	TOTAL with additional Passengers	0			TOTAL £	£0.00
Office Only - Totals for each Expenditure Code		Item	Code	£ p					
		Mileage	37010	31.20					
		Train/Bus/Taxi	35010	0.00					
		Subsistence	47010	0.00					
		PAYABLE		£31.20					

Payroll Number		Travelling and Subsistence Claim month Ending		WYRE FOREST DISTRICT COUNCIL		Reg No.	HS6 DFE
Name		Directorate		February		2014	Make & Model for Car
Cllr Ian Hardiman				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	
	From	To				Time Absent	Amount
03.02.14	Home to Wyre Forest House	▶	4	Meeting L Collis re Pitches		From	To
03.02.14	Home to Wyre Forest House	▶	4	LSP Joint Meeting			
04.02.14	Home to Wyre Forest House	▶	4	Meeting L Collis			
04.02.14	Home to County Hall	▶	28	Police and Crime Panel			
04.02.14	Home to Wyre Forest House	▶	4	CMT/Cabinet			
05.02.14	Home to Wyre Forest House	▶	4	Meeting re Car Parks			
06.02.14	Home to Wyre Forest House	▶	4	Scrap Metal Member Training			
07.02.14	Home to Middleton Road and Leswell St	▶	8	Planning Site Visit			
11.02.14	Home to Wyre Forest House	▶	4	Meeting C Allen re Springfield Park			
11.02.14	Home to County Hall	▶	28	Meeting Peter Parkes and John Campion			
11.02.14	Home to Wyre Forest House	▶	4	Planning Committee			
12.02.14	Home to Wyre Forest House	▶	4	Members Forum and Meeting Springfield Park Friends			
17.02.14	Home to Wyre Forest House	▶	4	Group Leaders			
18.02.14	Home to Wyre Forest House	▶	4	Cabinet and CLT/Cab			
21.02.14	Home to Civic Centre	▶	10	Wyre Forest Dance Festival			
26.02.14	Home to Kidderminster Police Station	▶	4	WFECSP			
26.02.14	Home to Wyre Forest House	▶	4	Full Council			
27.02.14	Home to Franche Co-op	▶	4	Meeting Police Deputy Commissioner and Ambassador			
		▶	0				
		▶	0				
	TOTAL		130	TOTAL with additional Passengers	0		
Please do not add lines use a separate sheet if necessary							
Office Only - Totals for each Expenditure Code							
I submit this form electronically to my authorised officer and confirm:						Item	Code
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.			130 miles at 40p		52.00	Mileage	37010
			0 miles at 5p		0.00	Train/Bus/Taxi	35010
			TOTAL £		£52.00	Subsistence	47010
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.						PAYABLE	£52.00
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							
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.							