

MEMBERS' MILEAGE CLAIM FORM

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH

CLAIM BY COUNCILLOR: GEOFFREY L. KEC  
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) .....

FOR ALLOWANCES FOR THE MONTH OF: MARCH 2012

PERIOD COVERED BY CLAIM DATE	TIME FROM TO	PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
					PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
27/03/12	09:49 09:50	MAIDENHEAD TOWN HALL	Dep. Head Hunter for Bus & Bus REVENUE & BENEFITS	GIARA MacCovey ✓	2.3	
28/03/12	09:20 09:27	MAIDENHEAD TOWN HALL	Home To School Transport Appeal	LIZ HORASY ✓	2.3	
29/03/12	15:48 15:50	MAIDENHEAD TOWN HALL	PAPERLESS TRAZAL	KAREN WILKINS ✓	2.3	
<b>SUB TOTAL</b>					6.9	
<b>TOTALS CLAIMED</b>					6.9	

PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.

Less any amount claimed/received from any other Authority/Body.

VAT RECEIPT ATTACHED YES/NO\*

\*Please delete as appropriate Date: 3rd April 2012

Signature of Member: ( )

Date: 03/04/12

Batch No: /

Checked by: /

Date: / /

Authorised for Payment: /

Input by: /

For Office Use Only

Demographic Services: /

Payroll: /