

MEMBERS' MILEAGE CLAIM FORM 1

TOWN AND VILLAGE BOROUGH OF WINDSOR OF MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIM BY COUNCILLOR: MARILEEN HUNT
COUNCILLOR (EMPLOYEE) NUMBER (as found on payroll):

FOR ALLOWANCES FOR THE MONTHS OF: APRIL - MAY - JUNE - JULY

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
14.4.2011	6.30	8.00	TOWN HALL	RIGHTS OF WAY	✓ 10	£ P
27.4.2011	6.00		TOWN HALL	DC PANEL	✓ 10	
18.5.2011	6.30	7.30	TOWN HALL	TRAINING - PLANNING	✓ 10	
24.5.2011	7.00		TOWN HALL	COUNCIL	✓ 10	
8.6.2011	6.00		TOWN HALL	DC PANEL	✓ 10	
25.6.2011	7.00		TOWN HALL	COUNCIL	✓ 10	
15.7.2011	7.00		TOWN HALL	NEIGHBOURHOOD PLANNING	✓ 10	
26.7.2011	7.00		TOWN HALL	COUNCIL	✓ 10	
				SUB TOTAL	✓ 80	
				TOTALS CLAIMED	✓ 80	

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.

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first journey claimed, and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

VAT RECEIPT ATTACHED

YES / NO *

* Please delete as appropriate

Signature of Member: [Signature] Date: 30.03.2012

For Office Use Only

Democratic Services:	Authorised for Payment:	Date:	Batch No:
Payroll:	Input by:	Date:	Checked by:

Approved by Cabinet April 2012

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR OF MAJENHEAD
 CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 5TH
 OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLERK BY COUNCILLOR: **HAOLEEN HUNT**
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: **AUG. SEPT. OCT. NOV. DEC.**
2011

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
31.8.2011	6.00	6.00	TOWN HALL	DC PANEL	10	
8.9.2011	6.30	6.30	TOWN HALL	RIGHTS OF WAY	10	
27.9.2011	4.00	4.00	TOWN HALL	COUNCIL	10	
28.9.2011	6.00	6.00	TOWN HALL	DC PANEL	10	
6.10.2011	7.00	7.00	WHITE WALTHAM	WHITE WALTHAM AIRFIELD CONSULTATIVE COM. ✓	12	
26.10.2011	6.00	6.00	TOWN HALL	DC PANEL ✓	10	
23.11.2011	6.00	6.00	TOWN HALL	DC PANEL ✓	10	
6.12.2011	7.00	7.00	TOWN HALL	COUNCIL ✓	10	
19.12.2011	6.00	6.00	TOWN HALL	DC PANEL ✓	10	
				SUB TOTAL ✓	52	
				TOTALS CLAIMED ✓	52	

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.

(N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first journey claimed, and showing the petrol company's VAT registration number and identify the amount paid for fuel.)
 Signature of Member: *[Signature]* Date: **30.3.2012**
 VAT RECEIPT ATTACHED YES / NO* **NO***
 *Please delete as appropriate

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MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD
 CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 5TH
 OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIM BY COUNCILLOR: **HADKEEN HUNT**
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: **AUG. SEPT. OCT. NOV. DE**

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM		TIME TO	PLACE WHERE DUTY WAS PERFORMED
31.8.2011	6.00	TOWN HALL	IX PANEL	✓ 10
8.9.2011	6.30	TOWN HALL	RIGHTS OF WAY	✓ 10
27.9.2011	4.00	TOWN HALL	COUNCIL	✓ 10
28.9.2011	6.00	TOWN HALL	DC PANEL	✓ 10
6.10.2011	7.00	TOWN HALL	TRAVEL	10
10.10.2011	7.00	TOWN HALL	TRAVEL	10
11.10.2011	7.00	TOWN HALL	TRAVEL	10
12.10.2011	7.00	TOWN HALL	TRAVEL	10
13.10.2011	7.00	TOWN HALL	TRAVEL	10
14.10.2011	7.00	TOWN HALL	TRAVEL	10
15.10.2011	7.00	TOWN HALL	TRAVEL	10
16.10.2011	7.00	TOWN HALL	TRAVEL	10
17.10.2011	7.00	TOWN HALL	TRAVEL	10
18.10.2011	7.00	TOWN HALL	TRAVEL	10
19.10.2011	7.00	TOWN HALL	TRAVEL	10
20.10.2011	7.00	TOWN HALL	TRAVEL	10
21.10.2011	7.00	TOWN HALL	TRAVEL	10
22.10.2011	7.00	TOWN HALL	TRAVEL	10
23.10.2011	7.00	TOWN HALL	TRAVEL	10
24.10.2011	7.00	TOWN HALL	TRAVEL	10
25.10.2011	7.00	TOWN HALL	TRAVEL	10
26.10.2011	7.00	TOWN HALL	TRAVEL	10
27.10.2011	7.00	TOWN HALL	TRAVEL	10
28.10.2011	7.00	TOWN HALL	TRAVEL	10
29.10.2011	7.00	TOWN HALL	TRAVEL	10
30.10.2011	7.00	TOWN HALL	TRAVEL	10
SUB TOTAL				✓ 40
TOTALS CLAIMED				✓ 40

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.

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first journey claimed, and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

VAT RECEIPT ATTACHED

YES / NO*
 *Please delete as appropriate

Date: **30.3.2012**

Signature of Member: _____

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Approved by *Cabinet April 2012.*

