

EMBERS' MILEAGE CLAIM FOK

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

CLAIM BY COUNCILLOR: LYNNE JONES
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: MAY

PERIOD COVERED BY CLAIM DATE	TIME FROM	TIME 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)
16/5/2011	6.30	8.30	COUNCIL CHAMBER TOWN HALL	NEW COUNCILLOR INDUCTION	DEM. SERV	19	£ p
17/5/2011	6.30	9.00	"	LICENSING TRAINING	"	19	
18/5/2011	6.30	9.30	"	DEPARTMENT CONTROL TRAINING	"	19	
19/5/2011	6.30	9.00	"	APPEALS PANEL TRAINING	"	19	
24/5/2011	7.00	16.00	DEBORGH SUITE COUNCIL CHAMBER	ANNUAL COUNCIL	"	19	
26/5/2011	10.00	11.00	TOWN HALL	GRANTS PANEL	"	19	
SUB TOTAL						114	
TOTALS CLAIMED						114	

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:
 Date: 31.5.2011

For Office Use Only	Demographic Services:	Authorised for Payment:	Date:	Batch No:	Checked by:	Date:
	Payroll:		<u>31/05/11</u>			

RECEIVED

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: **LYNNE JONES**
COUNCILLOR (EMPLOYEE) NUMBER (as found on payroll).....

FOR ALLOWANCES FOR THE MONTH OF: **MARCH 2012**

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM		TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM	TIME TO	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
20/3/12	9pm	1am	Town Hall	CS O & S	19	f p
SUB TOTAL					19	
TOTALS CLAIMED					19	

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

Date: **15/4/12**

Signature of Member: *[Signature]*

For Office Use Only	Authorised for Payment: <i>[Signature]</i>	Batch No: A104/12	Checked by:
Democratic Services:	Input by:	Date:	Date: