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: MELLINS

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: UP UNTIL 07 OCT 2011

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM			TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFOMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached) £	p
5/10/11	1800	2100	ASCOT RACECOURSE	CHAIRED VISITOR MGMT FORUM		✓ 30		
15/9/11	1000	1300	DORNEY LAKE	ATTEND SE TOURISM AGM		✓ 10		
9/8/11	0900	1300	WDSR GUILDHALL	AVIATION FORUM (MEMBER)		✓ 18		
6/7/11	1500	1700	YORK HOUSE	MEETING WITH VISITOR MANAGER		✓ 18		
9/6/11	0900	1030	YORK HOUSE	MEETING - VISITOR MANAGER + CLLR BATESON		✓ 18		

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.

SUB TOTAL ✓ 94

TOTALS CLAIMED ✓ 94

[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..... 7/10/11

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 13/10/11		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

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: MELLINS

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: UP UNTIL 31 DEC 2011

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM			TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFOMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached) £	p
26/10/11	1800	2000	WDGR GUILDHALL	ATTEND RECEPTION FOR NEW WINDSOR GUIDES REPRESENTING VISITOR FORUM RBWM	) Chair vis	✓ 18		
4/11/11	0930	1200	JURYS INN, HEATHROW	ATTEND MEETING TO DISCUSS NEW "LONDON WESTERN GATEWAY" MARKETING PROJECT BY LONDON+ PARTNERS (promotion of conference venues (London Heathrow Gateway)	) Man. forum	✓ 39		

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.

SUB TOTAL ✓ 57

TOTALS CLAIMED ✓ 57

[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* RECEIPT WITH PREVIOUS CLAIM WILL COVER THIS

*Please delete as appropriate

Signature of Member: ..... Date 30/12/11

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 04/01/12		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

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: MELLINS

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: JAN/FEB/MAR 2012

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM			TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFOMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached) £	p
10/1/12	1830	2030	WDSR GUILDHALL	VISITOR FORUM MEETING		✓ 18		
12/1/12	1830	2000	WHITE WALTHAM	ARGELI CONSULTATIVE COMMITTEE		✓ 12		
~~25/1/12~~	~~1900~~	~~2130~~	~~WDSR GIRLS SCHOOL~~	~~SCHOOL GOVERNOR TRAINING~~	~~CLIVE HAINES~~	~~18~~		
7/2/12	0900	1200	WDSR GUILDHALL	AVIATION FORUM MEETING		✓ 18		
~~8/2/12~~	~~1900~~	~~2100~~	~~WDSR GIRLS SCHOOL~~	~~SCHOOL GOVERNOR TRAINING~~	~~CLIVE HAINES~~	~~18~~		
28/2/12	1900	2230	WDSR GUILDHALL	FULL COUNCIL		✓ 18		

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

SUB TOTAL ✓ ~~102~~ 66

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

TOTALS CLAIMED ✓ ~~102~~ 66

[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* Attached to previous mileage Claim

*Please delete as appropriate

Signature of Member:.....

Date..... 2/4/12

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	03/04/12
Payroll:	Input by:	Date:	Batch No: / Checked by: / Date: