

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: KATHY NEWBOUND
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM	TIME TO			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
3/1 FEB	7:00	5:30	IDEA LEADERSHIP COURSE	-	✓	£ 66-00
7/8 JAN	" 7/1	" 8/1			✓	£ 66-00
3/14 MAR	" 3/3	" 4/3			✓	£ 62-00
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						
SUB TOTAL					✓	£ 194-00
TOTALS CLAIMED					✓	£ 194-00

FOR ALLOWANCES FOR THE MONTH OF: FEBRUARY

VAT RECEIPT ATTACHED

*Please delete as appropriate

Signature of Member: _____ Date: _____

For Office Use Only	Checked by: _____ Date: _____
Democratic Services:	Authorised for Payment: <u>310310</u> Date: <u>3/10</u>
Payroll:	Input by: _____ Batch No: _____

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: KATRY NENSON
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 1

FOR ALLOWANCES FOR THE MONTH OF: JULY

PERIOD COVERED BY CLAIM		REASONS FOR CLAIM.....	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
6/7/10	9.00	15.30	BOURNEMOUTH LOCAL GOVERNMENT ASSEMBLY	<u>✓ 34</u>	<u>P 40</u>
SUB TOTAL				<u>✓ 34</u>	<u>40</u>
TOTALS CLAIMED					

VAT RECEIPT ATTACHED YES / NO *
*Please delete as appropriate
Date: 3/8/10

RECEIVED
- 6 AUG 2010

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: _____
 Date: _____
 Checked by: _____
 Date: _____

For Office Use Only
 Democratic Services: _____
 Payroll: _____
 Authorised for Payment: _____
 Input by: _____
 Date: 09/08/10
 Batch No: _____

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: MATTY NEWBOND
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: SEP/OCT

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
14/9/10	8.25 - 8.55	BATH	<input checked="" type="checkbox"/>	18.50
15/9/10	9.00 - 14.13	IDEA LEADERSHIP COURSE	<input checked="" type="checkbox"/>	11.00
SUB TOTAL				29.50

TOTALS CLAIMED

VAT RECEIPT ATTACHED YES / NO* RECEIPT
 *Please delete as appropriate ATTACHED

Date: 24/10/10

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: _____

For Office Use Only	
Democratic Services:	Authorised for Payment: _____
Payroll:	Input by: _____
Date:	Date: <u>08/11/10</u>
Date:	Batch No: _____
Date:	Checked by: _____