

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD RECEIVED
 CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH

CLAIM BY COUNCILLOR: **JOHN PENFOLD**
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: **June December 2011**

PERIOD COVERED BY CLAIM DATE	TIME		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		
	FROM	TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
20/6/11	7.30	9.30	Townhall	Leisure Culture Libraries OSP	✓	14	f p	
28/6/11	7.30	9.30	Townhall	Council Meeting	✓	14		
18/7/11	7.30	9.00	Townhall	Adult Services OSP (Sub Clt Endorsement)	✓	14		
20/7/11	6.30	8.30	Townhall	Visitor Management Forum	✓	14		
26/7/11	7.30	9.30	Townhall	Council Meeting	✓	14		
15/8/11	7.30	9.30	Townhall	Leisure Culture Libraries OSP	✓	14		
27/9/11	7.30	9.15	Townhall	Council Meeting	✓	14		
5/10/11	6.30	9.00	Ascot Race course	Visitor Management Forum	✓	12		
26/10/11	10.00	12.00	Townhall	Licensing Training	✓	14		
7/11/11	6.30	9.30	Townhall	Highways Transport & Environment (Sub Clt Fido)	✓	14		
8/11/11	7.30	10.00	Ascot Race course	Adult Services & Health OSP (Sub Clt Endorsement)	✓	12		
15/11/11	7.30	8.30	Community Association	Hanover Way Windsor New Windsor Community Association & Social Club	✓	4		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL	154	
TOTALS CLAIMED								

[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: **6 December 2011**

Signature of Member: *[Signature]*

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

For Office Use Only	Democratic Services:	Authorised for Payment:	Date: 08/12/11	Batch No:
Payroll:	Input by:	Date:	Checked by:	Date:

