

**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: **M-J SANDOZ**  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: **19.10.11 - 9.4.12**

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO	DESCRIPTION OF APPROVED DUTY	PLACE WHERE DUTY WAS PERFORMED		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
8.3.12	13.30 - 20.00	Briefings MA & AG DO + Cabinet Briefing	TH	✓	10	f
12.3.12	08.00 - 09.00	BIP Status Review	TH	✓	10	
14.3.12	18.00 - 19.30	Employment Panel	TH	✓	10	
19.3.12	09.30 - 12.00	Employment Hearing	TH	✓	10	
19.3.12	17.00 - 19.00	BIP Strategy Review	TH	✓	10	
20.3.12	18.30 - 22.00	Informal MT/Cabinet + Gap SISO'S	TH	✓	10	
22.3.12	08.00 - 11.30	COO Interviews	TH	✓	10	
22.3.12	13.00 - 21.30	COO Interviews + LAOISS & Cabinet	TH	✓	10	
30.3.12	08.00 - 09.00	BIP Status Review	TH	✓	10	
4.4.12	15.00 - 19.30	Briefings AG DO + Employment Panel	TH	✓	10	
SUB TOTAL					548	
TOTALS CLAIMED					648	

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

\* Please pay 648 miles in total

[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: **9.4.12**

For Office Use Only	
Democratic Services: .....	Authorised for Payment: .....
Payroll: .....	Input by: .....
Date: <b>17/04/12</b>	Batch No: .....
Checked by: .....	
Date: .....	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: **M-J SAUNDERS**  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: **12.4.12 - 3.1.13**

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)	£	
12.4.12	15.30	18.30	YSH	Meeting called by Kriffills re Guildhall then Cabinet Briefing		10			
17.4.12	19.30	21.30	GH	Council		10			
20.4.12	08.00	11.30	TH	Bif reviews w D Mead then Briefing w Mike McCaughin + Doram		10			
26.4.12	15.30	21.30	GH Guildhall	Briefing w Andrew Ellington then Cabinet @ Guildhall		24			
10.5.12	17.00	18.30	TH	Cabinet Briefing		10			
11.5.12	08.00	10.30	TH	Bif reviews w D Mead then Briefing w Doram		10			
14.5.12	10.00	11.00	YSH	Briefing w Stan Bellinger - <del>conclude</del> Design Statement		10			
14.5.12	18.00	19.00	GH	Employment Panel		10			
16.5.12	18.00	19.30	TH	Photo call w Anna Decker re then Cabinet / Informal Briefing		10		on truck KW	
22.5.12	19.00	21.00	Guildhall	Council		24		apologies rec'd	
24.5.12	13.30	21.30	TH	Briefing with Andrew Ellington + Doram then Cabinet		10			
11.6.12	14.30	18.30	GH	Briefing with Naveed Mohammed, Doram + Mike McCaughin		10			
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL	124		
						TOTALS CLAIMED	See over		

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

VAT RECEIPT ATTACHED

IBS / NO\*

Please delete as appropriate

Signature of Member: .....

Date: **13 Dec 12**

For Office Use Only	
Democratic Services:	Authorised for Payment: <b>1</b>
Payroll:	Input by: <b>1</b>
	Date: <b>19/02/13</b>
	Batch No: <b>1</b>
	Checked by: <b>1</b>
	Date: <b>13 Dec 12</b>

2

**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: **M-J SANDERS**  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip): .....

FOR ALLOWANCES FOR THE MONTH OF: **12.4.12 - 31.12.13**

PERIOD COVERED BY CLAIM		PLACE WHERE DUTY WAS PERFORMED	REASON(S) 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)	
14.6.12	15.30 - 21.30	JH	Briefing w M McLaughlin then Cabinet (Briefing)	✓	10	P	
18.6.12	08.00 - 09.00	JH	BIT Reviews w DMead	✓	10		
22.6.12	08.00 - 09.00	YSH	Briefing w K Griffiths	✓	10		
27.6.12	17.00 - 21.30	Gulldhall	Cabinet	✓	24		
28.6.12	14.00 - 18.00	JH	Briefing w D Cran AELKington, DMead & K Griffiths	✓	10		
6.7.12	08.00 - 10.00	JH	BIT Reviews w DMead then Briefing w K Griffiths	✓	10		
12.7.12	17.00 - 19.00	JH	Cabinet Briefing	✓	10		
13.7.12	09.00 - 12.00	JH	Briefing w D Cran M McLaughlin & DMead	✓	10		
19.7.12	18.00 - 19.00	JH	Employment Panel	✓	10		
20.7.12	13.00 - 14.00	YSH	Dem Svs Lean Review w R Halfrey	✓	10		
24.7.12	19.00 - 21.00	Gulldhall	Council	✓	24		
25.7.12	19.30 - 22.00	TH	Corporate Services Oes Panel	✓	10		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.							
DH = David Head KW = Karen Williams RP = Richard Purfery TH = Theresa Mackay JW = Jane Warburton Less any amount claimed/received from any other Authority/Body.							
SUB-TOTAL					✓	64	
TOTALS CLAIMED					✓	124	
TOTALS CLAIMED					✓	188	

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

Date: **13 Dec 12**

[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 identifying the amount paid for fuel.]

Signature of Member: .....

For Office Use Only

Democratic Services: Authorised for Payment: **C** Date: **19/02/13**

Payroll: Input by: \_\_\_\_\_ Date: \_\_\_\_\_

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: **M-J SAUNDERS**  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: **12.4.12 - 31.13**

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)	
<del>14.6.12</del>	<del>15.30</del>	<del>21.30</del>	<del>YH</del>	<del>Briefing w/ M McCaughrin then Cabinet (Briefing)</del>	<del>✓</del>	<del>10</del>		<del>p</del>
<del>18.6.12</del>	<del>08.00</del>	<del>09.00</del>	<del>TH</del>	<del>BIT Review w/ DMead</del>	<del>✓</del>	<del>10</del>		
<del>22.6.12</del>	<del>08.00</del>	<del>09.00</del>	<del>YSH</del>	<del>Briefing w/ K Griffiths</del>	<del>✓</del>	<del>10</del>		
<del>27.6.12</del>	<del>17.00</del>	<del>21.30</del>	<del>Gulleshall</del>	<del>Cabinet</del>	<del>✓</del>	<del>24</del>		<del>64</del>
<del>28.6.12</del>	<del>17.00</del>	<del>18.00</del>	<del>TH</del>	<del>Briefing w/ Doran Aellington, DMead &amp; K Griffiths</del>	<del>✓</del>	<del>10</del>		
<del>6.7.12</del>	<del>08.00</del>	<del>10.00</del>	<del>TH</del>	<del>BIT Review w/ Mead then Briefing w/ K Griffiths</del>	<del>✓</del>	<del>10</del>		
<del>12.7.12</del>	<del>17.00</del>	<del>19.00</del>	<del>TH</del>	<del>Cabinet Briefing</del>	<del>✓</del>	<del>10</del>		
<del>13.7.12</del>	<del>09.00</del>	<del>12.00</del>	<del>TH</del>	<del>Briefing w/ Doran M McCaughrin &amp; DMead</del>	<del>✓</del>	<del>10</del>		
<del>19.7.12</del>	<del>18.00</del>	<del>19.00</del>	<del>TH</del>	<del>Employment Panel</del>	<del>✓</del>	<del>10</del>		
<del>20.7.12</del>	<del>13.00</del>	<del>14.00</del>	<del>YSH</del>	<del>Dem Servs Lean Review w/ R Palfrey</del>	<del>✓</del>	<del>10</del>		
<del>24.7.12</del>	<del>19.00</del>	<del>21.00</del>	<del>Gulleshall</del>	<del>Concil</del>	<del>✓</del>	<del>24</del>		
<del>25.7.12</del>	<del>19.30</del>	<del>22.00</del>	<del>TH</del>	<del>Corporate Services Oes Panel</del>	<del>✓</del>	<del>10</del>		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.								
DH = David Head KW = Karen Williams RP = Richard Palfrey TH = Theresa Mackay JW = Jane Warburton						SUB TOTAL 84 ✓ 84 ✓		

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first job 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: **13 Dec 12 (208)**

Signature of Member: \_\_\_\_\_

For Office Use Only

Democratic Services:	Authorised for Payment:	Date:	18/01/13
Payroll:	Input by:	Date:	1
		Batch No:	
		Checked by:	
		Date:	

84  
121  
137  
137  
137  
54  
670

8 (24)





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**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: **M-J SANDOZ**  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: **12.4.12 - 31.13**

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)	£
30.10.12	17.30	19.00	Cauldwell	Informal Cabinet		✓ 24		
6.11.12	17.30	19.30	TH	Cabinet Briefing		✓ 10		
7.11.12	16.30	17.00	TH	Briefing w M Shepherd + M McCaughin		✓ 10		
9.11.12	09.00	12.30	TH	Briefing w Kurnell McCaughin + Stode		✓ 10		
12.11.12	10.00	11.30	MG School	Review Mtg with Rob Packham + Head		✓ 13		
12.11.12	17.00	18.00	TH	GPSC		✓ 10		
14.11.12	09.00	16.00	TH	Interviews w C Naismith + M McCaughin		✓ 10		
21.11.12	18.00	19.00	TH	Employment Panel		✓ 10		
22.11.12	18.00	19.00	TH	Building Control Options Mtg w Sturvell		✓ 10		
23.11.12	08.00	11.30	TH	BIP Session with D Head + Traveller Liaison Mtg w Kurnell		✓ 10		
26.11.12	09.00	10.30	TH	Briefing w S Kurnell		✓ 10		
27.11.12	17.30	19.00	TH	Boards Local Plan w Greg GP w Kurnell		✓ 10		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.								
SUB TOTAL								
Less any amount claimed/received from any other Authority/Body.								
TOTALS CLAIMED								
TOTALS CLAIMED								
VAT RECEIPT ATTACHED								
YES/NO*								
*Please delete as appropriate								
Date: 2 Jan 13								

MH GP RB KH MH GP GP GP GP

RP = Rob Packham  
 MH = Mike McCaughin  
 GP = Gill Partridge

137

[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: \_\_\_\_\_ Date: 18/01/13

Payroll: Input by: \_\_\_\_\_ Date: 18/01/13

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: **M-J SANDS**

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

FOR ALLOWANCES FOR THE MONTH OF: **12.4.12 - 3.1.13**

**6**

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)
29.11.12	17:30	19:30	TH	Cabinet Briefing		✓ 10	£
3.12.12	17:00	19:00	TH	PKM Mts w Hurvell		✓ 10	
4.12.12	08:00	10:00	Not in Form	Maidenhead Town Partnership Mts w Hurvell		✓ 13	
5.12.12	10:00	11:00	TH	Briefing w P McGrath		✓ 10	
5.12.12	14:00	15:30	TH	Briefing w J White		✓ 10	
7.12.12	08:30	13:30	TH	Briefing w Nead Kenyon Hurvell & Coe		✓ 10	
10.12.12	17:30	19:00	TH	Planning & Housing O/S Panel		✓ 10	
12.12.12	08:00	09:30	TH	Employment Panel		✓ 10	
12.12.12	16:00	17:30	TH	Debbott Traveller Working Gr w Hurvell		✓ 10	
13.12.12	17:30	19:30	Cirencester	Cabinet		✓ 24	
14.12.12	09:00	10:30	TH	Waterways Mts w Hurvell & Kenyon		✓ 10	
17.12.12	16:30	19:30	TH	Borough Park Working Gr w Hurvell		✓ 10	
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF. GP = Gill E. King						SUB TOTAL	137 ✓
						TOTALS CLAIMED	137 ✓

YES/NO\*  
Please delete as appropriate

Date: **3 JAN 13**

VAT RECEIPT ATTACHED

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

Signature of Member: *[Signature]*

For Office Use Only

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





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**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: **M-J SAUNDCKS**

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: **4.1.13 - 8.3.13**

PERIOD DATE	COVERED BY CLAIM		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				
	TIME FROM	TIME TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)			
7.1.13	09:30	10:00	Town Hall	waterways photo call with Gail Kenyon		✓	10			
8.1.13	08:00	10:00	Niddokam Centre	MTP Board Meeting with Gail Kenyon	Steph James	✓	10			
10.1.13	09:00	10:30	Town Hall	Briefing w Simon turnell		✓	10			
9.1.13	17:00	19:00	Gyvelthall	Informal Cabinet Mtg		✓	24			
10.1.13	13:00	14:00	Gown Hall	Briefing w Mike McLaughlin + Rocco Labellate		✓	10			
10.1.13	15:00	19:00	Town Hall	Cabinet Briefing		✓	10			
11.1.13	11:00	15:00	Gown Hall	Mhead Regen Board with Simon turnell + Acrot nd Mtd		✓	10			
14.1.13	17:00	19:00	Gown Hall	PKOM Board + kekep	Steph James	✓	10			
15.1.13	15:30	21:00	Town Hall	Travellers with Gips + Borough local plan + P-H O'Shine		✓	10			
16.1.13	13:30	15:00	Gown Hall	King's in angle Board with Gail Kenyon		✓	10			
18.1.13	09:00	12:00	Gown Hall	Briefings with Simon turnell + waterways Board		✓	10			
18.1.13	11:00	12:00	Town Hall	Hyte/Healthcare with Mark S. Shepherd						
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.										
SUB TOTAL								9/4	124	

TOTALS CLAIMED

VAT RECEIPT ATTACHED

YES/NO\*  YES  NO

Please delete as appropriate

Date: **8 Mar 13**

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 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: <b>C</b>	Date: <b>14/03/13</b>	Batch No:
Payroll:	Input by:	Date:	Checked by:

**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: **M-S SANDERS**  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: **4.1.13 - 8.3.13**

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	PUBLIC TRANSPORT (Receipts must be attached)	
21.1.13	10.30	12.30	Town Hall	New Brotherhood Model Mtg called by Andrew Elkington	✓	10	£	
21.1.13	15.30	17.00	Town Hall	Briefing w Simon Turnell and addresses Funding Mtg	✓	10	£	
21.1.13	18.30	19.30	Town Hall	Greenhampton Panel	✓	10	£	
24.1.13	17.00	21.00	Town Hall	Cabinet	✓	10	£	
28.1.13	17.30	21.00	Town Hall	BC Mtg with Simon Turnell + P+H O + Stanol	✓	10	£	
30.1.13	12.30	15.00	Town Hall	Great Group w Kathy Hook + Pyle Mtg w Mark Shepherd	✓	10	£	
30.1.13	16.30	18.30	York House	DC Panel Chair's Forum w Julie Coe	✓	24	£	
31.1.13	18.00	21.00	Town Hall	Rish Mtg Eng w Steve Mappley + JSO+S	✓	10	£	
5.2.13	17.00	19.00	Town Hall	Cabinet Briefing	✓	10	£	
6.2.13	17.00	18.30	Town Hall	Chamber of Commerce Budget Mtg	✓	10	£	
7.2.13	09.30	11.00	Town Hall	Briefing w Paul McGeehan	✓	10	£	
7.2.13	17.00	19.15	Town Hall	Pre Cabinet Briefing	✓	10	£	
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL	64 124	
						TOTALS CLAIMED	258	

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 journal - and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

YES NO\*

\*Please delete as appropriate

Date: **8 Mar 13**

Signature of Member: \_\_\_\_\_

For Office Use Only	
Democratic Services:	Authorised for Payment, Date: <b>14/03/13</b>
Payroll:	Input by: _____ Date: _____
	Checked by: _____ Date: _____

3

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: M-J SANDS  
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: 4.1.13 - 8.3.13

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	DESCRIPTION OF APPROVED DUTY	PLACE WHERE DUTY WAS PERFORMED		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
8.2.13	14:30 - 15:30	Town Hall	Phom Sub Group w Cail Kenyon	✓	10	
12.2.13	08:30 - 10:30	Nothin Farm	MTP Board w Cail Kenyon	✓	10	
12.2.13	18:30 - 20:30	Town Hall	BLP whg CUP + Prep w Paul McCall	✓	10	
13.2.13	15:00 - 17:30	Town Hall	BC Briefing + Travellers whg CUP w Simon Huntell	✓	10	
15.2.13	09:00 - 12:00	Town Hall	Briefing w Simon Huntell	✓	10	
18.2.13	11:00 - 12:30	Town Hall	Kiln Strange Bd w Cail Kenyon	✓	10	
21.2.13	17:00 - 21:00	Guildhall	Cabinet	✓	24	
22.2.13	09:30 - 14:30	Town Hall	National Trust Mtg w Simon Huntell + TM Seminar	✓	10	
25.2.13	09:30 - 11:30	Town Hall	Waterloo Board w Cail Kenyon + Briefing Sub Group	✓	10	
1.3.13	08:30 - 12:00	Town Hall	TM Renew w Simon Huntell + MHead Koffen Boat	✓	10	
4.3.13	17:00 - 19:30	Guildhall	Int Cabinet w Bucks CC	✓	24	
5.3.13	15:30 - 17:00	Town Hall	Briefing w Koro Labellare + Travellers whg CUP	✓	10	
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.					SUB TOTAL	
					b/f 258	
					b/f 406	
					==	
					TOTALS CLAIMED	

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 full 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: 8 Mar 13

Signature of Member: .....

For Office Use Only

Democratic Services:	Authorised for Payment:	Date: 14 03 / 13	Batch No:
Payroll:	Input by:	Date:	Checked by:

