

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

FOR ALLOWANCES FOR THE MONTH OF: APRIL 2011

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 TO			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
5/4/11	8.00 am	Leaders office MH Town Hall	Meeting on 1st Tue ✓	15.6 miles	
7/4/11	10.00 am	Ascot Room, Guildhall	School to Transport ✓	4.8 miles	
13/4/11	19.00	Guildhall	Windsor DC Panel ✓	4.8 miles	
14/4/11	17.00	MH Town Hall	Cabinet Briefing - moved to office cos of elections but still in attendance office in D.S. records ✓	15.6 miles	
18/4/11	10.00	Leaders Office	Managed Vacancy ✓	15.6 miles	
21/4/11	19.30	MH Town Hall	Cabinet ✓	15.6 miles	
SUB TOTAL ✓				56.4	
TOTALS CLAIMED ✓				56.4	

[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.]

Signature of Member: _____ Date: _____

For Office Use Only

Democratic Services:	Authorised for Payment: _____	Date: 13/09/11
Payroll:	Input by: _____	Batch No: _____
		Checked by: _____
		Date: _____

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

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

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: PHILL BICKNELL.....
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: JUNE 2011

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PUBLIC TRANSPORT (Receipts must be attached)
2/6/11	19.00	Guildhall	Windsor Town Forum	✓	PRIVATE CAR 4.8
6/6/11	8.00 am	Leaders Office Maidenhead Town Hall	Leaders Meeting	Meeting & Ian Tren ✓	15.6
9/6/11	17.00	Maidenhead Town Hall	Cabinet Briefing	✓	15.6
13/6/11	17.30	Maidenhead Town Hall	CMT	Ian Trenholm ✓	15.6
14/6/11	18.00	Maidenhead Town Hall	Employment Panel	✓	15.6
15/6/11	18.30	Guildhall	Windsor Urban DC Panel	✓	4.8
16/6/11	16.45	Maidenhead Town Hall	Cabinet Prioritisation Sub Committee	✓	15.6
20/6/11	8.00 am	Leaders Office Maidenhead Town Hall	Leaders Meeting	Meeting & Ian Tren ✓	15.6
27/6/11	19.30	Guildhall	Cabinet	✓	4.8
28/6/11	19.00	Maidenhead Town Hall	Council	✓	15.6
Sub Total				✓	123.6

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.

TOTALS CLAIMED 123.6
 YES/NO*
 VAT RECEIPT ATTACHED ✓
 *Please delete as appropriate

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

Signature of Member: Date:

For Office Use Only	
Democratic Services:	Authorised for Payment: Date: 13/09/11
Payroll:	Input by: 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: PHILL BICKNELL
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: JULY 2011

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
4/7/11	8.00am	Leaders Office Maidenhead Town Hall	Leaders Meeting	Meeting with I. Ten	15.6 miles	
13/7/11	18.00	Guildhall	Windsor Urban Development Control Panel	✓	4.8 miles	
14/7/11	17.45	Maidenhead Town Hall	Cabinet Briefing	✓	15.6 miles	
18/7/11	8.00 am	Leaders Office Maidenhead Town Hall	Leaders Meeting	Meeting & Ian Ten	15.6 miles	
19/7/11	17.45	Maidenhead Town Hall	Cabinet Briefing - Extra Cab Briefing & Exec on Restructuring	✓	15.6 miles	
21/7/11	17.00	Maidenhead Town Hall	Cabinet Participatory Budget Sub Committee	✓	15.6 miles	
25/7/11	9.00 am	Leaders Office Maidenhead Town Hall	Leaders Meeting	Meeting & Ian Ten	15.6 miles	
26/7/11	19.30	Maidenhead Town Hall	Full Council	✓	15.6 miles	
28/7/11	19.30	Maidenhead Town Hall	Cabinet	✓	15.6 miles	
				SUB TOTAL	129.6	
				TOTALS CLAIMED	129.6	

[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.]

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

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

Signature of Member: Date:

For Office Use Only

Democratic Services: Authorised for Payment: Date: 13/09/11

Payroll: Input by: Date: Batch No: Checked by: Date:

T.M. - Therese Mackey

T.M.

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

FOR ALLOWANCES FOR THE MONTH OF: AUGUST 2011

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)
9/8/11	09.30	Ascot Room, Guildhall	Aviation Forum	✓	4.8 miles
09/08/11	17.00	TVAC	Allegating Briefing	✓	8.8 miles
10/8/11	19.00	Guildhall	Windsor Urban DC Panel	✓	4.8 miles
11/8/11	09.00	Maidenhead Town Hall	Cabinet Participatory Budget Sub Committee	✓	15.6 miles
12/8/11	17.45	Maidenhead Town Hall	Cabinet Briefing	✓	15.6 miles
13/8/11	09.30	Maidenhead Town Hall	Managed Vacancy - HR & Leaders	✓	15.6 miles
16/8/11	8.00	Maidenhead Town Hall	Leaders Meeting	✓	15.6 miles
19/8/11	10.30	Leaders Office	Allegating Panel	✓	15.6 miles
23/8/11	18.00	Maidenhead Town Hall	Highways Transport and Environment O/S	✓	15.6 miles
25/8/11	19.30	Guildhall	Cabinet	✓	4.8 miles
31/8/11	8.00	Maidenhead Town Hall	Leaders Meeting	✓	15.6 miles
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.				SUB TOTAL	132.4
				TOTALS CLAIMED	132.4

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: 18/10/11

For Office Use Only

Democratic Services:	Authorised for Payment:	Date: 18/10/11
Payroll:	Input by:	Batch No: 4
		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:
 COUNCILLOR (EMPLOYEE) NUMBER (as found on pay slip): PHILL BUCKNELL.....

FOR ALLOWANCES FOR THE MONTH OF: SEPTEMBER 2011

PERIOD 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	
DATE	TIME FROM TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
5/9/11	10.00	The Castle Hotel, Windsor	LPSC	✓	4.8	£ p
7/9/11	18.00	Maidenhead Town Hall	Employment Panel	✓	15.6 miles	
12/9/11	8.00	Maidenhead Town Hall	Leaders Meeting + chair Exec	✓	15.6 miles	
12/9/11	17.00	Maidenhead Town Hall	Cabinet Participatory Budget Sub	✓	15.6 miles	
13/9/11	17.00	Maidenhead Town Hall	CMT - Ian Trenholm	✓	15.6 miles	
15/9/11	17.45	Maidenhead Town Hall	Cabinet Briefing	✓	15.6 miles	
19/9/11	17.00	Maidenhead Town Hall	Flood Group (four - chair)	✓	15.6 miles	
26/9/11	8.00	Maidenhead Town Hall	Leaders Meeting + CEO	✓	15.6 miles	
27/9/11	19.30	Maidenhead Town Hall	Council	✓	15.6 miles	
29/9/11	19.30	Maidenhead Town Hall	Cabinet	✓	15.6 miles	
SUB TOTAL					145.20	
TOTALS CLAIMED					145.20	

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

Date: 11/01/12

For Office Use Only	
Democratic Services: Authorised for Payment: _____	Date: 11/01/12
Payroll: Input by: _____	Batch No: _____
	Checked by: _____ Date: _____

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 15TH OF EACH MONTH

CLAIM BY COUNCILLOR:
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) PHILL BICKNELL.....

FOR ALLOWANCES FOR THE MONTH OF: OCTOBER 2011

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)	£
10/10/11	8.00		Maidenhead Town Hall	Leaders Meeting + CEO	✓	15.6		
11/10/11	17.30		Maidenhead Town Hall	CMF - Ian Trenholm	✓	15.6		
13/10/11	17.45		Maidenhead Town Hall	Cabinet Briefing	✓	15.6		
12/10/11	09.00		Maidenhead Town Hall	Cabinet Participatory Budget Sub Comm	✓	15.6		
20/10/11	18.00		Maidenhead Town Hall	Employment Panel	✓	15.6		
24/10/11	8.00		Maidenhead Town Hall	Leaders Meeting + CEO	✓	15.6		
24/10/11	18.00		Maidenhead Town Hall	Licensing Panel	✓	15.6		
27/10/11	19.30		Sunningdale Village Hall, Church Road, Sunningdale	Cabinet	✓	12.8		
SUB TOTAL						122		

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.

TOTALS CLAIMED 122
TOTALS CLAIMED 122
YES/NO* YES
 *Please delete as appropriate

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

Signature of Member: Date:

For Office Use Only	
Democratic Services:	Authorised for Payment: /
Payroll:	Input by: /
Date: 11/01/12	Batch No: /
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
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) PJHLL BICKNELL.....

FOR ALLOWANCES FOR THE MONTH OF: NOVEMBER 2011

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)	
1/11/11			<i>H'head.</i>	Olympics Members Working Group Meeting	<input checked="" type="checkbox"/>	15.6	£ P	
2/11/11	19:00		Guildhall, Windsor	Windsor Urban DC Panel	<input checked="" type="checkbox"/>	4.8		
7/11/11	8:00		Maidenhead Town Hall	Leaders Meeting	<input checked="" type="checkbox"/>	15.6		
9/11/11	17:00		Maidenhead Town Hall	Cabinet Briefing	<input checked="" type="checkbox"/>	15.6		
21/11/11	8:00		Maidenhead Town Hall	Leaders Meeting	<input checked="" type="checkbox"/>	15.6		
22/11/11	19:00		Guildhall, Windsor	Group Meeting	<input checked="" type="checkbox"/>	4.8		
24/11/11	19:00		Maidenhead Town Hall	Cabinet	<input checked="" type="checkbox"/>	15.6		
28/11/11	10:00		Guildhall, Windsor	Licensing Panel	<input checked="" type="checkbox"/>	4.8		
30/11/11	19:00		Guildhall, Windsor	Windsor Urban DC Panel	<input checked="" type="checkbox"/>	4.8		
SUB TOTAL						<input checked="" type="checkbox"/>	92.4	

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 full receipt pre dating the first journey elapsed and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

Signature of Member: Date: 11/01/12

For Office Use Only	
Democratic Services:	Authorised for Payment: e
Payroll:	Input by: _____ Date: 11/01/12
	Checked by: _____ Date: 11/01/12

YES / NO*
*Please delete as appropriate

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 15TH OF EACH MONTH

CLAIM BY COUNCILLOR:
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) PHILL BICKNELL.....

FOR ALLOWANCES FOR THE MONTH OF: DECEMBER 2011

PERIOD 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	
DATE	TIME FROM TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
1/12/11	17.00	Maidenhead Town Hall	Cabinet Briefing	✓	15.6	£ p
5/12/11	8.00	Maidenhead Town Hall	Leaders Meeting	✓	15.6	
5/12/11	18.00	Maidenhead Town Hall	Employment Panel	✓	15.6	
6/12/11	17.30	Maidenhead Town Hall	Council	✓	15.6	
8/12/11	17.00	Maidenhead Town Hall	CPSC	✓	15.6	
14/12/11	17.00	Guildhall, Windsor	Flood Panel	✓	4.8	
15/12/11	19.30	Guildhall, Windsor	Cabinet	✓	4.8	
19/12/11	9.30	Maidenhead Town Hall	Managed Vacancy - Leaders Meeting	✓	15.6	
SUB TOTAL					103.2	
TOTALS CLAIMED					103.2	

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 full receipt pre dating the first journey claimed, / / / VAT REF. NO. : X-TACHED and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

Date:
 Signature of Member:
 YES (NO*)
 *Please tick as appropriate

For Office Use Only	
Democratic Services: Authorised for Payment:	Date: 11/01/12
Payroll: Input by:	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
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) PHILL BICKNELL.....

FOR ALLOWANCES FOR THE MONTH OF: JANUARY 2012

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM	DESCRIPTION OF APPROVED DUTY	PLACE WHERE DUTY WAS PERFORMED	TRAVEL ALLOWANCE CLAIMED			
DATE	TIME FROM TO				PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
4/1/12	19.00		Windsor Urban DC	Guildhall, Windsor	✓	4.8 miles	£	p
6/1/12	11.00		KPMG Accountants Meeting	Maidenhead Town Hall	✓	15.6 miles		
9/1/12	8.00		Leaders Meeting	Maidenhead Town Hall	✓	15.6 miles		
10/1/12	18.00		Employment Panel	Maidenhead Town Hall	✓	15.6 miles		
11/1/12	17.00		PSG	Maidenhead Town Hall	✓	15.6 miles		
12/1/12	17.00		Cabinet Briefing	Maidenhead Town Hall	✓	15.6 miles		
16/1/12	16.00		Licensing Panel	Maidenhead Town Hall	✓	15.6 miles		
18/1/12	9.30		Appeals Panel	Maidenhead Town Hall	✓	15.6 miles		
19/1/12	17.00		Cabinet Prioritisation	Maidenhead Town Hall	✓	15.6 miles		
23/1/12	8.00		Leaders Meeting	Maidenhead Town Hall	✓	15.6 miles		
24/1/12	17.30		Group Officers Meeting	Maidenhead Town Hall	✓	15.6 miles		
26/1/12	19.30		Cabinet	Maidenhead Town Hall	✓	15.6 miles		
SUB TOTAL					✓	145.2		
TOTALS CLAIMED					✓	145.2		

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 fill receipt pre dating the first journey - and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

Date: March 2012

Signature of Member:

For Office Use Only	
Democratic Services:	Authorised for Payment: _____
Payroll:	Input by: _____
Date: _____	Date: <u>09/03/12</u>
Batch No: _____	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:
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) PHILIP BICKNELL.....

FOR ALLOWANCES FOR THE MONTH OF: FEBRUARY 2012

PERIOD 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	
DATE	TIME FROM TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
1/2/12	19:00	Guildhall, Windsor	Windsor Urban Development Control Panel	✓	4.8 miles	f p
2/2/12	18:00	Maidenhead Town Hall	Employment Panel	✓	15.6 miles	
6/2/12	13:00	Maidenhead Town Hall	Licensing Sub Panel	✓	15.6 miles	
9/2/12	19:30	Maidenhead Town Hall	Cabinet	✓	15.6 miles	
20/2/12	8:00	Maidenhead Town Hall	Leaders Meeting	✓	15.6 miles	
22/2/12	19:00	Guildhall, Windsor	Group CONSERVATIVE GP MEETING	✓	4.8 miles	
23/2/12	19:30	Guildhall, Windsor	Cabinet	✓	4.8 miles	
27/2/12	10:00	Maidenhead Town Hall	Licensing Sub Panel	✓	15.6 miles	
28/2/12	19:30	Maidenhead Town Hall	Full Council	✓	15.6 miles	
29/2/12	19:00	Guildhall, Windsor	Windsor Urban DC Panel	✓	4.8 miles	
SUB TOTAL					112 108	

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.

TOTALS CLAIMED 108
VAT RECEIPT ATTACHED ✓ YES/NO*
 *Please delete as appropriate

[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.]

Date: March 2012

Signature of Member:

For Office Use Only	
Democratic Services:	Authorised for Payment: <u> </u>
Payroll:	Input by: <u> </u>
Date: <u>09/03/12</u>	Batch No: <u> </u>
Date: <u> </u>	Checked by: <u> </u>

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:
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) PHILL BICKNELL.....

FOR ALLOWANCES FOR THE MONTH OF: MARCH 2012

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
5/3/12	8.00	Leaders Office MH Town Hall	Leaders Meeting	✓	15.6 miles	£ p
7/3/12	11.00	MH Town Hall	Managed Vacancy	✓	15.6 miles	
8/3/12	17.00	MH Town Hall	Cabinet Briefing	✓	15.6 miles	
12/3/12	8.00	Leaders Office <i>Town Hall</i>	Business Improvement <i>(Status review)</i>	✓	15.6 miles	
12/3/12	17.00	MH Town Hall	CPBSC	✓	15.6 miles	
14/3/12	18.00	MH Town Hall	Employment Panel	✓	15.6 miles	
19/3/12	8.00	Leaders Office <i>Town Hall</i>	Leaders Meeting + Officers Meeting	✓	15.6 miles	
19/3/12	18.00	MH Town Hall	Licensing Panel	✓	15.6 miles	
20/3/12	9.30	MH Town Hall	Managed Vacancy	✓	15.6 miles	
20/3/12	17.30	MH Town Hall	CMT	✓	15.6 miles	
22/3/12	17.30	MH Town Hall	Cabinet	✓	15.6 miles	
SUB TOTAL				✓	171.6	
TOTALS CLAIMED				✓	171.6	

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. (b) valid VAT RECEIPT ATTACHED and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

Signature of Member:

Date: 6 APR 2012

For Office Use Only	
Democratic Services:	Authorised for Payment:
Payroll:	Input by:
Date: 17/04/12	Batch No:
Checked by:	Date:

YES/NO*
*Please delete as appropriate