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: CLLR. DAVID J. BURBAGE

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	TIME TO	PLACE WHERE DUTY WAS PERFOMED	DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached) £	p	
23/6/11	12.45	16.00	SWINDON B.C.	COMMUNITY BUDGETS, ADULT + COMMUNITY BUDGES	110.			AS
28/6/11	1.45	2.45	ODNEY CONFERENCE CENTRE	SPEAKING AT JOHN LEWIS - INITIATIVES ORG. BRINGING TO BIG SOC.	7.			AS
27/6/11	5.00	9.00	Guildhall,	BUDGET STEERING GROUP + CABINET.	14.6			
24/6/11	12.30	2.00	WINDSOR	1G. STATUE UNVEILING.	14.6			AS.
				SUB TOTAL	146.2			
				Less any amount claimed/received from any other Authority/Body.				
				TOTALS CLAIMED	146.2			

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

[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: 6/7/11

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 08/07/11		
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: .....David Burbage....

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	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
06/07/11	07:17	12:30	Westminster	Roundtable meeting. LG delivery of systems. LG Select Committee			23	80
07/07/11	08:45	13:30	Reading University	CCB Annual Conference – Speaker		29.6		
07/07/11	19:30	21:12	Guildhall, Windsor	Big Society Panel Meeting		14.6		
13/07/11	11:30	12:00	Oakfield First School, Windsor	Meeting with Head teacher		12.8		
15/07/11	19:30	22:00	Bishop's House, Tidmarsh, RG8 8HA	Supper party in honour of civic leaders within Berkshire		47.6		
16/07/11	18:30	20;30	Haw Farm, Hampstead Norreys, RG18 0TP	The High Sheriff – Summer Reception		56.4		
21/07/11	14:00	16:00	Slough Borough Council	Berkshire Leaders Meeting		16.2		
26/07/11	12:00	14:00	County Hall, Kingston	South East Strategic Leaders (SESL)		65.0		
					SUB TOTAL	242.2	23	80
					TOTALS CLAIMED	242.2	23	80

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**

***Please delete as appropriate**

Signature of Member:..... ..... Date.....5/8/11.....

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 05/08/11		
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: .....David Burbage....

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	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
03/08/11	06:30	10:00	Isle of Wight	Fact finding mission Big Society/ devolution to Parishesetc and travelling around the island		218.1		
31/08/11	10:00	11:30	County Hall, Kingston	SESL/SEEC joint working meeting S. East Strat. Leaders/S. East England Councils		65.0		
					SUB TOTAL	283.1		
					TOTALS CLAIMED	283.1		

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 **NO**

Signature of Member:.....

.....

Date...31/08/11...

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 02/09/11		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

..EMBERS' MILEAGE CLAIM FOR..

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH

CLAIM BY COUNCILLOR: .....David Burbage....

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

FOR ALLOWANCES FOR THE MONTH OF: ...September 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
19/09/11	17:30	19:00	Guildhall Chamber, Windsor	Windsor Chamber of Commerce Informal Meeting	✓	15.0		
27/09/11	12:00	13:00	County Hall, Kingston	SESL handover meeting	✓	65.0		
					SUB TOTAL	80.0		
					TOTALS CLAIMED	80.0		

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 **NO**

Signature of Member:..... ..... Date...21/11/11...

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 23/11/11		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

..IEMBERS' MILEAGE CLAIM FOR..

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH

CLAIM BY COUNCILLOR: .....David Burbage....

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

FOR ALLOWANCES FOR THE MONTH OF: ...October 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
27/10/11	17:45	22:25	Sunningdale Village Hall	Cabinet Briefing and Cabinet		22.2		
27/09/11	12:00	13:00	Eton College Upper School	Windsor & Eton Heritage - Speaker		16.4		
					SUB TOTAL	38.6		
					TOTALS CLAIMED	38.6		

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

VAT RECEIPT ATTACHED **NO**

Signature of Member:..... ..... Date...21/11/11...

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 23/11/11		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

MEMBERS' MILEAGE CLAIM FOR

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH

CLAIM BY COUNCILLOR: .....David Burbage....

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

FOR ALLOWANCES FOR THE MONTH OF: ...January 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
20/01/12	10:00	12:00	Meeting Room 2, LG House, Smith Square, London	iESE Finance & Performance Sub-Committee		XXX	25	00
23/01/12	10:00	11:30	Guildhall Chamber	Informal Cabinet/CMT		14.6		
					SUB TOTAL	14.6	25	00
					TOTALS CLAIMED	14.6	25	00

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 **NO**

Signature of Member:.....g... ..... Date...30/01/12

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 01/02/12		
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: .....David Burbage....

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

FOR ALLOWANCES FOR THE MONTH OF: ...February 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
06/02/12	17:00	18:00	York House Conference Room, Windsor	Annual Budget Consultation Meeting with Windsor Chamber of Commerce	✓	14.6		
08/02/12	14:30	15:30	Reading Town Hall Blagrave Street RG1 1QH	Police and Local Authority Leaders Seminar	Reading returning to Maidenhead ✓	16.0		
23/02/12	17:45	21:30	Ascot Room, Guildhall	Cabinet Pre-Meeting and Cabinet	✓	14.6		
24/02/12	08:45	09:30	BBC Radio Berkshire, Peppard Road, Caversham Reading	Live Radio Interview	✓	26.6		
27/02/12	18:30	20:30	The Lord Mayor's Parlour, Westminster City Hall,SW1E 6QP	2012 LGiU and CCLA C'llr Achievement Awards	✓	0.0	14	30
28/02/12	19:30	22:00	Council Chamber, Guildhall, Windsor	Council (Budget)	✓	14.6		
					SUB TOTAL	86.4 ✓	14	30 ✓
					TOTALS CLAIMED	86.4 ✓	14	30 ✓

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**

Signature of Member:..... ✓ ..... Date...01/03/12

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 08/03/12		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

TRANSPARENT PROCUREMENT STATEMENT FEB 2012

Card Number: xxx-xxx-xxx-

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

USED BY COUNCILLOR: .....**David Burbage**.... *COUNCILLOR (EMPLOYEE) NUMBER*... ..... PROCUREMENT CARD USE FOR THE MONTH OF: ...**February 2012**

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM					
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFOMED	DESCRIPTION OF APPROVED DUTY	REASONS FOR CARD USE	Mileage / Parking chrge	PROCUREME NT CARD USED	
07/02/2012	09:30	14:30	Institute of Materials & Carlton House Terrace, London SW1Y 5DB	South East Strategic Leaders & South East England Council Group meetings	Maidenead to London (all zones)	XXX	25	00
08/02/2012	XXX	XXX	Reading Town Hall Blagrave Street RG1 1QH	Parking at Police and Local Authority Leaders Seminar	Parking Charge	Parking	10	30
20/02/2012	14:00	16:00	Reading Town Hall Blagrave Street RG1 1QH	Berkshire Leaders' Meeting	Maidenhead to Reading Stations	XXX	11	20
29/02/12	12:30	18:00	Westminster Suite, Local Government House, London SW1P 3HZ	iESE Member Board Meeting	Maidenhead to London (all zones)	XXX	14	30
					SUB TOTAL		60	80
				Less any amount claimed/received from any other Authority/Body.				
					TOTALS USED		60	80

STATEMENT ATTACHED **YES**

Signature of Member..... ..... Date...13/03/12