'IEMBERS' MILEAGE CLAIM FO. I

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: ...May 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
27/05/12	14:03	17:35	Reading Minster of St Mary the Virgin and afterwards Reception at The Town Hall, Reading	A County Service of Celebration and Thanksgiving for the Diamond Jubilee of HRH		37.2	06	50
22/05/12	19:30	22:00	Council Chamber, Guildhall, Windsor	Council		14.6		
					SUB TOTAL	51.8	06	50
					TOTALS CLAIMED	51.8	06	50

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...13/06/12

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 13/06/12.		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

'EMBERS' MILEAGE CLAIM FOI

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: ...June 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
18/06/12	18:30	21:00	Bradfield College, Bradfield, RG7 6AU	The High Sheriff Berkshire Charles Brims. Summer Drinks Reception	Joanna Bolam	47.4	XX	XX
25/06/12	14:00	17:00	Henley Business School, Henley-on-Thames	Lord Lieutenants of Berks/Bucks & Oxon with HRH Queen and Duke - Jubilee garden Party	Joanna Bolam	22.4	XX	XX
27/06/12	17:45	22:06	Guildhall Chamber, Guildhall, Windsor	Cabinet Pre-briefing and Cabinet meeting		14.6	XX	XX
					SUB TOTAL	84.4	XX	XX
					TOTALS CLAIMED	84.4	XX	XX

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...03/07/12

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 04/07/12		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: