M. MBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIM BY COUNCILLOR: DUNCAN MCBRADE

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: Feb 2013

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
5/2/13	3pm	4pm	Maidenhead	Meeting Andrew Brocklehurst re - Schools audits (Caroline Ricketts)	22		
				SUB TOTAL	22		
				Less any amount claimed/received from any other Authority/Body.			
				TOTALS CLAIMED	22		

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: 25/2/13

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 04/03/13		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIM BY COUNCILLOR: Duncan McBride

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

FOR ALLOWANCES FOR THE MONTH OF: Sept – Dec 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 indicate officer arranging meeting if not Democratic Services)	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached) £	p
25/9/12			Maidenhead	Council	✓ 22		
31/10/12			Maidenhead	Audit Panel	✓ 22		
19/11/12			Maidenhead	Audit Panel	✓ 22		
6/12/12			Maidenhead	Audit Panel	✓ 22		
				SUB TOTAL	✓ 88		
				TOTALS CLAIMED	✓ 88		

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**

Signature of Member:.....

Date..12/12/12.....

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date: 18/12/12		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

EMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIM BY COUNCILLOR: DUNCAN MCBRIDE

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 800365

FOR ALLOWANCES FOR THE MONTH OF: TO END JULY 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 indicate officer arranging meeting if not Democratic Services)		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached) £	p
24/4/12	5pm	9.30pm	Maidenhead	Standards Panel + Audit Panel	22	22		
22/5/12	7pm	9pm	Windsor	Council	16	16		
18/6/12	7pm	9pm	Maidenhead	Audit Panel	22	22		
23/07/12	4pm	6pm	Maidenhead	Pensions Panel	22	22		
24/7/12	7pm	9pm	Windsor	Council	16	16		
					SUB TOTAL	98		
					TOTALS CLAIMED	98		

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**

Signature of Member: ..... Date 31 July 12

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