

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)

MELLINS

FOR ALLOWANCES FOR THE MONTH OF: APR | MAY | JUNE 2012

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)
5 APR	1830 2030	VISITOR MANAGEMENT FORUM	WDSR Guildhall	✓	18	
26 APR	1930 2200	CABINET NOT SEND ADDITIONAL RE WINDMILLS PERMITS	WDSR Guildhall		18	
24 MAY	1730 1900	RESEARCH GUILDHALL COMMERCIALISATION	WDSR Guildhall	MEET DEAN GRAHAM ✓		
08 MAY	1800 1900	INSPECT SITE RE MHD DC PANEL	WALTHAM ST LAWRENCE	agreed ✓	20	
22 MAY	1930 2200	FULL COUNCIL	WDSR Guildhall	✓	18	
06 JUNE	1400 1530	VISIT COURTNEY COACHES	KINGHAMPTON	VIA JULIA WHITE ✓ RE OUTRIPS - VMF	40	
SUB TOTAL					132	114
TOTALS CLAIMED					114	

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: 10/7/12

Signature of Member:

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

MEMBERS' MILEAGE CLAIM FOR

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: MELLINS
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

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

FOR ALLOWANCES FOR THE MONTH OF: JULY → DEC 2012

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO		PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)
02/7/12	1800 2000	LEGOLAND WINDSOR	✓ 18	
05/7/12	1200 1400	VATHEW	✓ 20	
24/7/12	1900 2130	GUILDHALL	✓ 18	
17/8/12	1900 1900	WINDSOR CENTRE	✓ 18	
25/8/12	1000 1100	WINDSOR CENTRE	✓ 18	
4/9/12	1600 1800	MACDONALD WINDSOR	✓ 18	
20/9/12	1800 2000	GUILDHALL	✓ 18	
3/10/12	1200 1400	WINDSOR CENTRE	✓ 18	
8/11/12	1200 1330	B. Cell Assembly	✓ 12	
7/12/12	1730 1930	GUILDHALL	✓ 18	
18/12/12	1830 2100	GUILDHALL	✓ 18	
24/12/12	1400 1500	YORK HOUSE	✓ 18	
SUB TOTAL			277	185
TOTALS CLAIMED			185	

PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES

AS discussed / paid

WITH P. ROACH ✓

Paul Roach ✓

MEETING HOTEL RE GUILDHALL

VISITOR MANAGEMENT FORUM

TOWN CRIER "CRY OFF"

VISIT SITE PRIOR TO PANEL

SITE VISIT WITH GUILDHALL TASK GROUP

FULL COUNCIL

REVIEW BUDGET MEETING WITH JULIA WHITE ✓

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.

YES/NO*
 *Please delete as appropriate

Date: 6/1/13

For Office Use Only

Democratic Services: _____ Authorised for Payment: _____ Date: 10/1/13 Checked by: _____

Payroll: _____ Input by: _____ Date: _____ Batch No: _____

Signature of Member: _____

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

FOR ALLOWANCES FOR THE MONTH OF: JAN/FEB/MAR 2013

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)		
JAN 16	1800	2030	WDSR GUILDHALL	VISITOR MANAGEMENT FORUM	CHAIRMAN MEETING	✓	20			
FEB 02	1000	1600	VISIT OXFORD MARKET	RESEARCH FOR T+FG OF LEISURE OTS						
FEB 07	0830	1230	LEGOLAND	ATTEND UK INBOUND MEETING FOR RBMW (VISITOR TEAM)	Julia ✓		65			
FEB 07	1800	2100	SAMVILLE COURT	OFFICIAL SPEECH TO UK INBOUND CONFERENCE (WELCOME P. RBMW)	Julia ✓		22			
MAR 18	1730	1900	WDSR GUILDHALL	ATTEND PLANNING/HOUSING OTS MEETING						
MAR 26	1800	2030	WDSR GUILDHALL	VISITOR MANAGEMENT FORUM	CHAIRMAN MEETING	✓	20			
MAR 27	1500	1700	YORK HOUSE	ATTEND MEETING RE BOATS ON RIVER AT WINDSOR	Julia ✓		20			
SUB TOTAL										
TOTALS CLAIMED								193		

(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.)

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

YES ~~NO~~
 *Please delete as appropriate
 Date: 31/4/13

Signature of Member: [Signature]
 Date: 31/4/13 Batch No: 9/4/13 Checked by: [Signature]

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