

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: JOHN PENFOLD
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: Dec 2012 Jan - Feb 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)	
3/12/12	6.30	8.30	Town Hall	Rights of Way		✓ 14	f	p
4/12/12	7.30	8.30	Town Hall	Adult Services & Health		✓ 14		
5/12/12	7.00	8.30	Guildhall	Windsor Planning	Meeting cancelled			
18/12/12	7.30	9.00	Guildhall	Council Meeting	Apologies rec'd			
2/1/13	12.30	1.30	The Snake Ross	College Site meeting	Planning Officer	✓ 12		
7/1/13	7.00	8.15	Guildhall	Windsor Planning - Urban DC		✓ 4		
10/1/13	4.00	5.15	Town Hall	Restoration of road to West Northwood Road	Ben Smith	✓ 14		
14/1/13	6.30	8.30	Guildhall	Visitors Management Forum		✓ 4		
22/1/13	6.30	7.30	Guildhall	Adult Services & Health		✓ 4		
29/1/13	6.30	8.00	Town Hall	Leisure, Culture & Libraries DSP		✓ 14		
30/1/13	7.00	8.00	Guildhall	Windsor Planning		✓ 4		
19/2/13	7.30	9.30	Town Hall	Council Meeting		✓ 14		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL		
						#98cf		
						TOTALS CLAIMED		
						VAT RECEIPT ATTACHED		

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.)

~~YES~~ / ~~NO~~ *
 *Please delete as appropriate

Date: 14 March 2013

Signature of Member:

For Office Use Only	Date: <u>21/03/13</u>	Checked by:	Date:
Democratic Services:	Authorised for Payment:	Batch No:	
Payroll:	Input 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: JOHN PENFOLD
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: February 2013

PERIOD COVERED BY CLAIM DATE	TIME		PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY	REASON(S) FOR CLAIM	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED		
	FROM	TO					PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
26/2/13	6.30	8.00	Town Hall	Members Training	005 Task & Finish	✓	14	£	p
27/2/13	7.00	8.15	Guildhall	Windsor Planning		✓	4		
SUB TOTAL						✓	18		
TOTALS CLAIMED						+	98		
VAT RECEIPT ATTACHED						✓			
YES / NO*									

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.]

*Please delete as appropriate
Date: 14 March 2013

Signature of Member: [Signature]

For Office Use Only

Democratic Services: _____ Authorised for Payment: _____
Payroll: _____ Input by: _____
Date: 21/03/13 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: **JOHN PENFOLD**
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: **MARCH 2013**

PERIOD COVERED BY CLAIM DATE	TIME FROM 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) £ P	
7/3/13	7.30		RBWM representative (Clare) Nor	✓	3		
11/3/13	6.30		rec resources (Committee)				
12/3/13	6.30	High St. Ascot	Adult Services & Health OSP	✓	12		
24/3/13	6.30	Town Hall	Rights of Way & Licensing Panel	✓	14		
20/3/13	6.30	St. James Guildhall	Town Centre Management Forum	✓	4		
27/3/13	6.00	Town Hall	Adult Services Health	✓	14		
			Whober Fleming (Fair Home Jack bus had gone)				
SUB TOTAL						547	
TOTALS CLAIMED					✓	547	
VAT RECEIPT ATTACHED					✓		

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.)

*Please delete as appropriate
 Date: **28 March 2013**

Signature of Member: _____

For Office Use Only

Democratic Services: _____ Authorised for Payment: _____
 Payroll: _____ Input by: _____

Date: **23/04/13** Batch No: _____

Checked by: _____ Date: _____