

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: L. YONG
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip): 3

FOR ALLOWANCES FOR THE MONTH OF: Jan / Feb.

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	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY	PRIVATE CAR Mileage	f	p	PUBLIC TRANSPORT (Receipts must be attached)	
20th Jan	7:00	Wausbury.	Windsor Local Dev Control.	✓ 2.5				
28th Jan	6:30	T Hall	Employment Panel	✓ 2.5				
22nd Jan	5:30	T Hall	Sustainability Panel	✓ 2.5				
6th Feb	7:00	Day Centre WIND	Windsor Board	✓ 1.5				
11th Feb	4-5:00	T Hall	Desborough LINKS	✓ 2.5				
19th Feb	7:30	T Hall	COUNCIL	✓ 2.5				
				SUB TOTAL				
							140	
				TOTALS CLAIMED			140	

PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN

BELOW AFTER READING THE DECLARATION **Less any amount claimed/received from any other Authority/Body.**

OVERLEAF.

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - I.e. a full 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:

Date: 14 April 2013

For Office Use Only

Democratic Services:

Authorised for Payment:

Date: 23 13

Input by:

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: L YONG
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: DEC

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
7th Dec	2.00	Town Hall	Shadow Health Wellbeing Council	✓ 25	£ p
18th Dec	7.00	G Hall		✓ 15	
SUB TOTAL				✓ 40	
TOTALS CLAIMED				✓ 40	

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.]

YES / NO*
 *Please delete as appropriate

Date: 20th Dec 2012

Signature of Member:

For Office Use Only

Democratic Services:	Authorised for Payment:	Date:
Payroll:	Input by:	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: YONG
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: Oct/Nov

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
✓ 25.9	6-	T Hall	Employment Panel		25	f p
✓ 28.9	2-	T Hall	Health e hel benev		25	
✓ 29.9-10	6-	T Hall	Employment panel		25	
✓ 17.10	6-	Old Windsor	Rural Planning		15	
✓ 13.11-11	6-	Windsor	Rural Planning		25	
✓ 21.11	6	T Hall	Employment Panel. Employment		25	
SUB TOTAL						
TOTALS CLAIMED					140	

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* YES
 Please delete as appropriate

Signature of Member: Date: 28 Nov 2012

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Democratic Services:	Authorised for Payment:	Date: <u>27/11/12</u>
Payroll:	Input by:	Checked 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: YONG
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF:

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)	£
4 April	6:00	8:30	Waysby Primary	Rural Planning	✓	24		
17 April	7:30	10:30	T Hall	Council	✓	25		
26 June	7:30		Waysby T Hall	Council	✓	25		
29 June	7:00		Waysby	Rural Planning	✓	24		
18 Sep	7:30		T Hall	Sustainability	✓	25		
SUB TOTAL							123	
TOTALS CLAIMED							123	

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.]

YES / NO* / VAT RECEIPT ATTACHED ✓

*Please delete as appropriate

Date: 19th Sep 2012

Signature of Member: [Signature]

For Office Use Only

Democratic Services: _____ Authorised for Payment: _____ Date: 26/09/12

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