

all mayoral stayed by H.S

MEMBERS' MILEAGE CLAIM FOR

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

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

FOR ALLOWANCES FOR THE MONTH OF: **MAY - June 2012**

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
26/5/12		Summerleege Vets	wedding ceremony	✓	10		
26/5/12		Cookham skate ramp	opening skate ramp	✓	7		
27/5/12		Mayors Care Service		✓	6		
27/5/12		Mayoral Meeting Day	Town Hall	✓	6		
31/5/12		Regal Oak Sunningdale	- opening	✓	31		
2/6/12		Raptors st. Party	- opening	✓	2		
3/6/12		Bellmont st. Party	- opening	✓	7		
4/6/12		Cookham st. Party	- cake judging	✓	6		
4/6/12		Bill Green st. Party	- opening	✓	11		
6/6/12		Citizenship Greenery - Town Hall		✓	6		
6/6/12		Mayoral Meeting (Dairy) Town Hall		✓	6		
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.

A.S. = Alison Singleton

[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:

For Office Use Only

Democratic Services:	Authorised for Payment: _____	Date: <u>04/07/12</u>	Batch No: _____	Checked by: _____	Date: _____
Payroll:	Input by: _____	Date: _____			

All Mayoral expenses by A.S.

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: CUR JENNER
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: June

PERIOD DATE	COVERED BY CLAIM		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			
	TIME FROM	TIME TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	£	P
11/6/12	6:30	9:30	WINDSOR - G. Hill	Mayor's reception	✓	20			
13/6/12	2:30	3:30	M Maidenhead	Mayor's Diary	✓	6			
15/6/12	7:30	10:00	M Maidenhead	Magaret Centre Jazz Evening	✓	8			
20/6/12	2:30	3:30	M Maidenhead	Magaret Diary	✓	6			
23/6/12	11:00	12:00	M Maidenhead	open St Lukes school fet.	✓	7			
23/6/12	12:30	1:30	M Maidenhead	Open Burchetts Open fet.	✓	14			
25/6/12	10:15	10:45	Windsor	Flag raising	✓	20			
25/6/12	2:00	5:30	Henley	Henley tea party Queen	✓	28			
26/6/12	9:30	1:00	Windsor	Job Centre Plus	✓	21			
27/6/12	12:30	2:00	Windsor	Vol Action Group A.S.M.	✓	19			
27/6/12	3:00 pm	4:00	M Maidenhead	Magaret Diary	✓	6			
28/6/12	11:00	2pm	M Maidenhead	Vol - awards Des - Suite	✓	6			
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL	161		
						TOTALS CLAIMED	161		
						VAT RECEIPT ATTACHED	YES / NO*		

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.]

Signature of Member: _____ Date: _____

For Office Use Only

Democratic Services: _____ Authorised for Payment: _____ Date: 04/07/11

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: JENMSR
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip): Jone/July '12

FOR ALLOWANCES FOR THE MONTH OF: Jone/July '12

PERIOD DATE	COVERED BY CLAIM TIME FROM	COVERED BY CLAIM 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)	£ P	
28/6	7:15	8:30	St Mark's	A Qu		10			
2/7	2:45	3:30	Town hall	Taxi Joan		6			
3/7	0:45	11:15	Town hall	Citizenship		6			
3/7	2:30	3:30	Town hall	Mayor Meeting		6			
6/7	11:00	12:00	Town hall	St Marks (Cagney)		6			
2/7	4:45	6:00	Atwood School	Sports event		6			
10/7	1:00	4:00	Windsor	torch tele		10			
11/7	12:15	1:15	Maidenhead	Mayor Meeting		20			
12/7	7:15	10:15	Maidenhead	BEA College		6			
14/7	9:30	10:30	Maidenhead	Desborough School		14			
11/07	12:35	1:00	ASOT	ASOT Bere Course		10			
14/07	8:30	3:00	Sunningdale	Charters School		24			
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL	144		

TOTALS CLAIMED
 VAT RECEIPT ATTACHED

YES (NO*)

*Please delete as appropriate

Date: 12/2/12

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

AS = Alison Singleton

(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.)

For Office Use Only

Democratic Services:

Authorised for Payment:

Input by:

Date:

Date:

Batch No:

Checked by:

22/08/12

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: JEANNE RES
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: July/Aug '12

PERIOD DATE	COVERED BY CLAIM TIME		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		
	FROM	TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
18/7	2:30	3:30	Town hall	Mayor's Meeting	✓	6	f	p
25/7	2:20	3:30	Town hall	—	✓	6		
28/7	7:15	10:30	Morden Farm	Show	✓	9		
1/8	2:20	3:30	Town hall	Meeting	✓	6		
2/8	10:00	11:00	Magnet	Open Air	✓	6		
2/8	5:30	6:30	Milneal Bridge	Photo shoot	✓	6		
2/8	2:30	3:30	Town hall	meeting	✓	6		
9/8	6:00	7:30	Milneal	Photo shoot	✓	6		
11/8	9:45	11:00	Milneal	Garden in Bloom	✓	6		A.S.
11/8	3:30	4:30	Windsor	Flower Show	✓	11		
13/8	9:00	9:30	Milneal	meeting	✓	21		
14/8	11:00	12:30	Milneal	citizenship awards	✓	6		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL		
						95		
TOTALS CLAIMED						95		

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 detache as appropriate

Date: 12/08/12

Signature of Member:

For Office Use Only

Democratic Services:	Authorised for Payment:
Payroll:	Date: <u>22/08/12</u>
	Batch No:
	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: J. MANNING
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: Aug / SEPT

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	PUBLIC TRANSPORT (Receipts must be attached)	
17/8	3:00	3:30	Town hall	Taxi Down	✓	6		
18/8	2:00	4:00	Windsor	appointments - Show	✓	21		
16/8	7:30	9:45	Ascot	Open Pub	✓	36		
23/8	6:00	9:30	Bishton Abbe	Meet Office team	✓	19		
25/8/12	12:30	3:30	ETon	One Borough Games	✓	21		
29/8/12	2:30	3:30	in hand	Meeting	✓	6		
3/9/12	2:00	2:20	Town hall	Taxi Down	✓	6		
6/9	12:30	3:30	Waltham St Lawrence	Funeral	✓	18		
8/9	11:00	1:00	Open Nursing Home	Windsor	✓	21		
11/9	11:00	2:00	Attorneys	Town hall	✓	6		
13/9	3:00	4:30	Clare Court	Visit day Care Centre	✓	8		
13/9	7:00	10:00	Town hall	Show	✓	6		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL	174	
TOTALS CLAIMED						174		

(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.

VAT RECEIPT ATTACHED YES / NO*

*Please delete as appropriate

Date: 16/9/12

Signature of Member:

For Office Use Only

Democratic Services: Authorised for Payment: 19/09/12 Date: 19/09/12

Payroll: Input by:

Checked by:

MEMBERS' MILEAGE CLAIM FC M

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

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

FOR ALLOWANCES FOR THE MONTH OF:

PERIOD DATE	COVERED BY CLAIM		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			
	TIME FROM	TIME TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)		
16/19	10:00	1:00	st Mary Church	Battle Britain Service		✓	6	f	
16/19	9:30	4:00	st Lukes Church	R.B.L. Service		✓	8		
17/19	10:00	11:00	Town Hall	one night only talks		✓	6		
18/19	2:00	2:30	Town Hall			✓	6		
18/19	8:30	9:45	Windsor	Flower Show		✓	6		
19/19	10:00	11:30	Town Hall	Vol awards		✓	21		
20/19	11:00	2:00	Town Hall	Vol awards		✓	6		
26/19	2:30	3:30	Windsor	Meeting - Mayor		✓	6		
28/19	10:00	12:30	Maidenhead	Mae Mullin Coffee Morning		✓	20		
28/19	1:00	2:00	Maidenhead	Mae Mullin Coffee Morning		✓	4		
29/19	6:30	9:00	Windsor	Wesley Boys Choir		✓	6		
30/19	3pm	4:30	Windsor	Parish Womens Group		✓	20		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF. A-S = Alison Sangster						SUB TOTAL		130	
TOTALS CLAIMED						VAT RECEIPT ATTACHED		130	YES (NO*)

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: 7/10/12

Signature of Member:

For Office Use Only

Democratic Services: Authorised for Payment: 30/10/12 Date:

Payroll: Input by:

Checked by:

MEMBERS' MILEAGE CLAIM FC M

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

CLAIM BY COUNCILLOR: JENNER
 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) £ p	
3 Oct	4:00	5:00	Townhall	Meetings		✓	6	
4 Oct	1:30	2:00	Townhall	Lexi dress		✓	6	
7 Oct	4:00	5:00	St Peters School	Young Musicians Camp		✓	7	
9 Oct	11:00	1:00	Windsor	Shop-mobbing		✓	21	
10 Oct	2:30	3:30	Townhall	Meeting		✓	6	
11 Oct	7:45	9:30	Windsor	See Cookers		✓	21	
14 Oct	10:30	2:00	M Maidenhead	Trafalgar Day		✓	6	
25 Oct	7:15	11:00	Eton	Eton College Theatre		✓	16	
26 Oct	10:30	12:00	M Maidenhead	Heritage Centre		✓	6	
26 Oct	6:45	8:30	Windsor	Spenceas Penney Centre		✓	23	
SUB TOTAL						✓	118	
TOTALS CLAIMED						✓	118	

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: 29/10/12

Signature of Member:

For Office Use Only	Date: <u>30/10/12</u>	
Democratic Services:	Authorised for Payment: <u>C</u>	Batch No:
Payroll:	Input by:	Checked by:

WILL BE D IN JAN
See hinda Alexander email of 29/11

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD
CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st
OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

THIS IS MILEAGE

CLAIM BY COUNCILLOR: **A. JENNERS**
COUNCILLOR NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: **NOV 2012**
- hinda Alexander informed 30/11/12

DATE	PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM	DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)	AMOUNT CLAIMED
5 Nov	Windsor		Remembrance day. Rehearsal.	20
5 Nov	Maidenhead		Taxi drive	6
6 Nov	Maidenhead		Citizenship	6
6 Nov	Maidenhead		Sports Nursery awards.	6
7 Nov	Maidenhead		Mayor meeting	6
8 Nov	Windsor		Windsor. Library	22
11 Nov	Windsor		Remembrance day	20
14 Nov	Windsor		Mayor meeting (Chicery)	20
16 Nov	Maidenhead		Hinda Mead. Halicely min.	12
17 Nov	Maidenhead / Bray		Arts + Crafts Show	12
17 Nov	Maidenhead		Age Concern.	10
TOTAL HOURS CLAIMED				140

I DECLARE THAT the claims are strictly in accordance with the rates determined by the Council and by the Local Government Allowances and (Allowances to Members) Regulations.

Signature of Member: Date: **18/11/12**

For Office Use Only	
Democratic Services:	Authorised for Payment: - Date: 27/11/12
Payroll:	Input by: _____ Date: _____ Batch No: _____ Checked by: _____ Date: _____

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD
 CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st
 OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIMS COUNCILLOR: J. James
 COUNCILLOR NUMBER (as found on payslip):

MILEAGE

FOR ALLOWANCES FOR THE MONTH OF: Nov/Dec 2012

DATE	PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM	DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)	AMOUNT CLAIMED
19/Nov	Maidenhead		Myrcos Follow	6
21/Nov	Windsor		1/2 Marathon Presentation	21
27/Nov	Maidenhead		town hall charity show	6
26/Nov	Maidenhead		Judge photo camp	6
27/Nov	Windsor		State Visit	21
1/Dec	Dedworth/Windsor		Rineside Church Dedworth	18
29/Nov	Burgham		100. Birthday Carol Pres	14
1/DEC	Old Windsor		Horse Rescue Centre	28
2 Dec	Dorset		Start Fun Run	14
3 Dec	Maidenhead/Tombrell		Taxi Drovo.	6
A.S. = Alison Singleton.				140 MILES

Mileage

A.S.

I DECLARE THAT the claims are strictly in accordance with the rates determined by the Council and by the Local Government Allowances and (Allowances to Members) Regulations.

Signature of Member:
 Date: 31 Dec 2012

For Office Use Only	
Democratic Services	Authorised for Payment:
Payroll	Input by:
Date: <u>07/12/12</u>	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: CLLr JENNIFER
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: Dec. 2012

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)
5 Dec '12		Belgian Embassy	Africa turns green charity	61	40 00
6 Dec '12		Town Hall	Photo shoot charity	6	
6 Dec '12		asp Windsor	Riverside Players	24	
8 Dec '12		Maidenhead	Absolutely Karting	7	
8 Dec '12		Maidenhead	People x places Christmas lunch	6	
8 Dec '12		Maidenhead	St. Lukes Church	8	
8 Dec '12		Maidenhead	Opening The Bell pub	9	4 10
8 Dec '12		Maidenhead	Starfish Awards	6	
12 Dec '12		Windsor	lunch @ Old Persons Centre	21	
SUB TOTAL				148	44 10
TOTALS CLAIMED				148	44 10

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: 20/12/12

Signature of Member: [Signature]

For Office Use Only

Democratic Services:	Authorised for Payment: <u>[Signature]</u>	Date: <u>20/12/12</u>	Batch No:	Checked by:	Date:
Payroll:	Input 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: JENNER
 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)	
15/12/12	5:45	8:00	M Maidenhead	Community Christmas event	✓	14	P	
8/1/13	11:00	1:15	M Maidenhead	Citizenship Ceremony	✓	6		
20/1/13	2:00	4:30	Weybridge	Mayor Church Service.	✓	24		
25/1/13	2:45	3:15	Town hall	Taxi draw	✓	6		
5/2/13	11:00	1:00	Town hall	Citizenship	✓	6		
8/2/13	2:45	3:00	Town hall	Taxi draw	✓	6		
SUB TOTAL						✓	62	
TOTALS CLAIMED							62	

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

AS = Andrew Scott
 ASi = Alison Singleren

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: 8/2/13

Signature of Member:

For Office Use Only

Democratic Services: Authorised for Payment: _____ Date: 11/02/13

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

Checked by: _____ Date: _____

ME 'BERS' 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: Jenkins

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

FOR ALLOWANCES FOR THE MONTH OF:

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
19/3	6:30 - 8:00	Steel Windsor	21	
21/3	7pm - 11:00	Wargley	26	
23/3	7:00 - 10:00	M/Heard	6	
25/3	6:00 - 7:00	Windsor	21	
27/3	2:30 - 3:30	M/Heard	6	
28/3	6:00 - 10:30	M/Heard	6	
3/4	2:30 - 3:42	M/Heard	6	
5/4	7:15 - 8:00	Ascot	6	
9/4	10:30 - 11:30	M/Heard	6	
14/4	11:30 - 12:30	Bisham	26	
12/4	2:45 - 3:15	M/Heard	6	
SUB TOTAL			145	
TOTALS CLAIMED			145	

YES (NO*)
*Please delete as appropriate

Date:

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

AS = Alison Sargeant

VAT RECEIPT ATTACHED

Signature of Member:

For Office Use Only	
Democratic Services:	Authorised for Payment: <u>AS</u>
Payroll:	Input by: <u>AS</u>
Date: <u>26/04/13</u>	Batch No: <u>13</u>
Checked by:	

(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.)

FILE

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

FOR ALLOWANCES FOR THE MONTH OF:

PERIOD DATE	COVERED BY CLAIM		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		
	TIME FROM	TIME TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
18/4	10:00	11:00	M/Heard	Meeting in Mayor Parlour	Alison Singleton	6		p
19/4	7:00	8:45	M/Heard	SEA CARETS		7		
20/4	11:30	1:30	Windsor	St Gun Salute		21		
20/4	7:30	10:30	M/Heard	Norden Farm		12		
21/4	3:00	4:00	M/Heard	Bryanck. Centre		12		
22/4	7:00	10:30	M/Heard	Tiplas Concert		12		
28/4	8:00	3:00	M/Heard	Rotary Club Service		6		
30/4	8:00	11:30	Windsor	Stoke Visit		21		
SUB TOTAL						97		
TOTALS CLAIMED						97		

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

Signature of Member: Jenner Date:

For Office Use Only

Democratic Services:	Authorised for Payment:	Date: <u>3/5/13</u>
Payroll:	Input by:	Batch No:
	Checked by:	Date: