

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: DAVID COOPER
 COUNCILLOR (EMPLOYEE) NUMBER (as found on pay slip) ...
 FOR ALLOWANCES FOR THE MONTH OF: April / May

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)	
24/12	1030	1200	Town Hall	Special Meeting. Executive Board	ESWT APPROVED TO USE	6	£	
11/4/12	1800	2130	"	MAIDENHEAD DEP		6		
16/4/12	1000	1200	"	APRIL TRAINING		6		
17/4/12	1900	2215	"	COUNCIL MEETING		6		
19/4/12	1000	1300	Town Hall	CLIMATE SUSTAINABILITY BOARD MEETING	ATTENDED AS CHAIR OF SUSTAINABILITY BOARD	40		
28/5/12	1900	2100	Town Hall	HEALTHY ETC SECURITY		6		
9/5/12	1700	2200	"	MAIDENHEAD DEP		6		
21/5/12	1000	1200	"	APRILS PAPER		6		
22/5/12	1900	2200	Equidrop	COUNCIL		12		
31/5/12	1930	2100	Town Hall	SUSTAINABILITY BOARD		6		
24/5/12	0800	1800	B.27. SHANNON	SUSTAINABILITY EXHIBITIONS	ATTENDED AS CHAIR OF SUSTAINABILITY BOARD	4	42 10	
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL	104	42 10
TOTALS CLAIMED						104	42 10	

YES / NO
 *Please delete as appropriate
 Date: 12/6/12

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.]

Signature of Member:

For Office Use Only

Demographic Services:	Authorised for Payment:	Date:	Batch No:
Payroll:	Input by:	Date:	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

My copy

CLAIM BY COUNCILLOR: K. COPPING
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: JUNE/JULY 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)
6/6/12	1800 - 2200	Town Hall	Chairman Def	✓	6
13/6/12	1800 - 2100	"	"	✓	6
26/6/12	1900 - 2100	"	Council	✓	6
4/7/12	1800 - 2100	"	Chairman Def	✓	6
5/7/12	1900 - 2100	"	Big Society Review	✓	6
9/7/12	1930 - 2100	"	Highway Overviews/Security	✓	6
24/7/12	1930 - 2100	Council	Council	✓	6
26/7/12	1900 - 2100	Town Hall	Cabinet - Deputy Cab Member presenting a paper	✓	14
27/7/12	1000 - 1200	"	Shredding/Plans Clarity	✓	6
28/7/12	1400 - 1600	WYVA L. 2880R	WYVA Board Meeting	✓	14
SUB TOTAL				✓	76
TOTALS CLAIMED				✓	76

KW

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

BELOW AFTER READING THE DECLARATION COVERLEAF. KW = Karen Williams

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: 9/8/12

For Office Use Only

Democratic Services: _____ Authorised for Payment: _____ Date: 7/08/12

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: DAVID COLLIER
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: Aug. Sept. Oct.

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	PUBLIC TRANSPORT (Receipts must be attached)
1/8/12	1800 2100	Town Hall	MAINTENANCE DEP	✓	6	P
2/8/12	1000 1015	"	TRANSPORT APPEAR	✓	6	
23/8/12	1900 2030	Hurst	CABINET	✓	15	
5/9/12	1900 2100	Civilian	big SOCIETY	✓	12	
7/9/12	1000 1300	Town Hall	TRANSPORT APPEAR	✓	6	
14/9/12	1000 1500	"	TRANSPORT APPEAR	✓	6	
18/9/12	1900 2100	"	SUSTAINABILITY APPEAR	✓	6	
25/9/12	1400 2000	"	COUNCIL	✓	6	
26/9/12	1800 2300	"	MAINTENANCE DEP	✓	6	
5/10/12	1000 1200	"	TRANSPORT APPEAR	✓	6	
4/10/12	1900 2200	DORRY VANS	LIVIA ARRANG	✓	16	
5/10/12	1000 1200	Town Hall	TRANSPORT APPEAR	✓	6	
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.				SUB TOTAL		
				TOTALS CLAIMED		
				97		

VAT RECEIPT ATTACHED ✓
 YES / NO *
 *Please delete as appropriate

Date: 30/10/12

[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.

Signature of Member: (Signature)

For Office Use Only	
Democratic Services:	Authorised for Payment: <u>(Signature)</u>
Payroll:	Input by: <u>1</u> Date: <u>30/10/12</u>
	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: David Coll, S. 12
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payroll).....

FOR ALLOWANCES FOR THE MONTH OF: Aug. S.P. OCT

PERIOD COVERED BY CLAIM DATE	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)	£	P
8/10/12	1000	1200	Town Hall	Shops Meeting	Council Approved	6	✓		
16/10/12	1000	1130	"	Transport Approved	"	6	✓		
24/10/12	1400	1600	Windsor	WMA Board	"	12	✓		
24/10/12	1700	2200	Town Hall	Handwritten DCL	✓	6	✓		
SUB TOTAL								30	
TOTALS CLAIMED								30	

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.

VAT RECEIPT ATTACHED YES / NO
 *Please delete as appropriate

[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: 29/10/12

For Office Use Only

Democratic Services:	Authorised for Payment:	Date:	Batch No:	Checked by:
Payroll:	Input by:	Date:	Batch No:	Checked by: