

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: MRS. S. R. ENDACOTT
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: MARCH/APRIL

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)
6.3.12	12.15 - 2.00	WINDSOR	TOWN PARTNERSHIP	✓	4	P
13.3.12	5.00 - 6.15	MAIDENHEAD	OLYMPIC WORKING GROUP	✓	14	
28.3.12	7.00 - 8.30	WINDSOR	WINDSOR D.C.	✓	4	
3.4.12	6.30 - 7.30	MAIDENHEAD	JOINT O-S	✓	14	
16.4.12	5.00 - 6.30	MAIDENHEAD	OLYMPIC WORKING GROUP	✓	14	
24.4.12	5.45 - 6.15	WINDSOR	SITE VISIT	✓	2	
25.4.12	7.00 - 9.00	WINDSOR	D. C. PAPER	✓	4	
				SUB TOTAL		
				TOTALS CLAIMED		

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

Date: 25/4/12

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a fill 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

Democratic Services:	Authorised for Payment:	Date: 26/04/12
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: MRS E ENSDACTY
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF:

PERIOD 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			
DATE	TIME FROM TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)		
20.5.12	7.30 - 8.30	WINDSOR	CONCIL	✓	4	£	p	
23.5.12	6.30 - 8.30	WINDSOR	D.C. PANEL	✓	4			
12.6.12	5.00 - 6.30	M.HEAD	OLYMPIC W.C.	✓	14			
19.6.12	7.00 - 8.30	M.HEAD	ADULT SERVICES JOINT ONS	✓	14			
28.6.12	6.30 - 8.00	WIND	D.C. PANEL	✓	4			
3.7.12	5.00 - 6.30	M.HEAD	OLYMPIC W.C.	✓	14			
5.7.12	7.00 - 8.30	M.HEAD	BIG SOCIETY PANEL	✓	14			
9.7.12	6.30 - 8.00	M.HEAD	ADULT SERVICES JOINT ONS					
10.7.12	7.00 - 9.00	M.HEAD	ADULT SERVICES JOINT ONS	✓	14			
			<i>Apologies Paid</i>					
SUB TOTAL					✓	68		
TOTALS CLAIMED					✓	68		

VAT RECEIPT ATTACHED YES NO

*Please delete as appropriate
 Date: 24.7.12

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.)

Signature of Member:

For Office Use Only

Democratic Services:	Authorised for Payment: <u>c</u>	Date: <u>30/07/12</u>	Batch No:	Checked by:	Date:
Payroll:	Input by:	Date:			