

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. GREY
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) APRIL '12

FOR ALLOWANCES FOR THE MONTH OF: APRIL '12

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)
10/4	10:30pm	12:30pm	TOWN HALL	COMMUNITY SAFETY PARTNERSHIP	✓	25	P
10/4	2:00pm	4:00pm	GUILD HALL WINDSOR	FIRESTATION TRUSTEES MEETING	✓	5	
17/4	7:30pm	10:00pm	TOWN HALL	FULL COUNCIL	✓	25	
23/4	3:00pm	5:00pm	TV AC	TRUSTEES MEETING	✓	4	
24/4	5:45pm	6:30pm	HEMWOOD RD	SITE VISIT	✓	5	
25/4	6:00pm	9:30pm	GUILD HALL WINDSOR	WINDSOR URBAN D.C. PANEL	✓	5	
26/4	7:30pm	8:30pm	YORK HOUSE	TRAINING AGM	✓	5	
SUB TOTAL						69	
TOTALS CLAIMED						69	
VAT RECEIPT ATTACHED						✓	

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

HT = Helen Taylor

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: _____
Payroll:	Input by: _____
Date: <u>02/05/12</u>	Date: <u>30-4-12</u>
Batch No: _____	Checked by: _____

YES / NO* ✓
 *Please delete as appropriate

M. ABERS' 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: JESSE GREY
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: MAY '12

PERIOD DATE	COVERED BY CLAIM		REASON(S) FOR CLAIM	DESCRIPTION OF APPROVED DUTY	PLACE WHERE DUTY WAS PERFORMED	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED		
	TIME FROM	TIME TO					PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)	
14/5	10.00AM	12.30PM		TAXI APPEAL LICENSING	TOWN HALL	✓	25	f	
15/5	7.00PM	9.00PM		BAG SOCIETY MEETING	TOWN HALL	✓	25		
21/5	4.15PM	5.30PM		PRE-MEET URBAN D.C. PANEL	TOWN HALL	✓	25		
22/5	7.00PM	10.00PM		COUNCIL MEETING	TOWN HALL	✓	25		
23/5	6.30PM	9.30PM		WINDSOR URBAN D.C. PANEL	WINDSOR GUILD HALL	✓	5		
24/5	10.00AM	3.30PM		LICENSING SUB PANEL	TOWN HALL	✓	25		
28/5	10.00AM	12.30PM		LICENSING SUB PANEL	TOWN HALL	✓	25		
SUB TOTAL							✓	155	
TOTALS CLAIMED							✓	155	

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: 31-5-12

Signature of Member:

For Office Use Only

Democratic Services:	Authorised for Payment: <u> </u>	Date: <u>13/06/12</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: JESSE GREY
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: 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)
12/6	6.00pm 8.00pm	WINDSOR GUILD HALL	PELG FLOOR MEETING	D. PERKINS ✓	4	f P
20/6	6.00pm 8.30pm	WINDSOR GUILD HALL	WINDSOR D.C PANEL	✓	4	
26/6	7.30pm 10.00pm	TOWN HALL	COUNCIL MEETING	✓	25	
SUB TOTAL					33	
TOTALS CLAIMED					33	

VAT RECEIPT ATTACHED YES / (NO) *
 *Please delete as appropriate

Date: 30-6-12

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:	Date: <u>22/08/12</u>	Batch No:
Payroll:	Input by:	Date:	Checked by:

MEMBERS' MILEAGE CLAIM FC

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

CLAIM BY COUNCILLOR: **JESSE GREY**
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):
 FOR ALLOWANCES FOR THE MONTH OF: **AUGUST '12**

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
15/8	6.30pm	9.30pm	WINDSOR COUNCIL HALL	URBAN D.C. PANEL		4			
21/8	6.00pm	8.30pm	TOWN HALL	LICENSING PANEL		25			
SUB TOTAL							29		
TOTALS CLAIMED							29		

VAT RECEIPT ATTACHED YES / (NO)
 Signature of Member: Date: **31-8-12**
 *Please delete as appropriate

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.]

For Office Use Only	Signature of Member:		Date:
Democratic Services:	Authorised for Payment:	Date: 26/09/12	Batch No:
Payroll:	Input by:	Date:	Checked by:

MEMBERS' MILEAGE CLAIM FC 1

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st
OF EACH MONTH**

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

PERIOD COVERED BY CLAIM			REASONS(S) FOR CLAIM	TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM	TIME TO	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
14/9	10:00	4:00 PM	TOWN HALL	TRANSPORT APPEALS	25	
SUB TOTAL					25	
TOTALS CLAIMED					25	
VAT RECEIPT ATTACHED						

FOR ALLOWANCES FOR THE MONTH OF: SEPT '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.

Signature of Member:
Date: 26/09/12

Signature of Member:
Date: 30-9-12

Signature of Member:
Date:

Signature of Member:
Date:

Signature of Member:
Date:

Signature of Member:
Date:

Signature of Member:
Date:

Signature of Member:
Date:

Signature of Member:
Date:

For Office Use Only
Democratic Services: Authorised for Payment: _____ Date: _____
Payroll: Input by: _____ Date: _____
Batch No: _____ Checked by: _____
Date: _____

*Please delete as appropriate

FILE

MEMBERS' MILEAGE CLAIM FO. 1

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

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

FOR ALLOWANCES FOR THE MONTH OF: NOVEMBER '12

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)	
6/11	10.00 AM	12.00	TOWN HALL	TRANSPORT APPEALS		✓ 25	f	
7/11	6.30 PM	8.30 PM	WINDSOR GUILD HALL	D.C. PANEL PLANNING		✓ 4	p	
7/11	5.00 PM	6.00 PM	TOWN HALL	TRAVELLER WORKING GROUP		✓ 25		
20/11	10.00 AM	12.00	WINDSOR GUILD HALL	APPEALS PANEL		✓ 4		
27/11	4.00 PM	5.00 PM	TOWN HALL	INTERVIEW WITH GARY FLATHER O.R.C	MARIA LUCAS	✓ 25		
28/11	11.00 AM	3.00 PM	ETON TOWN COUNCIL	LICENSING PANEL		✓ 6		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL	✓ 89	
TOTALS CLAIMED						89		

VAT RECEIPT ATTACHED YES/ NO*
 Please delete as appropriate

Date: 30-11-12

Signature of Member: _____
 Date: _____
 Batch No: 04/12/12
 Checked by: _____
 Date: _____

[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: _____
 Payroll: _____ Input by: _____

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: JESSE GREY
COUNCILLOR (EMPLOYEE) NUMBER (as found on pay slip): 12

FOR ALLOWANCES FOR THE MONTH OF: NOVEMBER '12

Table with columns: 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, PRIVATE CAR (Mileage), PUBLIC TRANSPORT (Receipts must be attached), TRAVEL ALLOWANCE 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.

Subtotal: 25
TOTALS CLAIMED: 25

VAT RECEIPT ATTACHED YES/NO*

*Please delete as appropriate

Signature of Member: [Signature]

Date: 30 NOV - 12

For Office Use Only
Democratic Services: [Signature] Authorised for Payment: [Signature]
Payroll: [Signature] Input by: [Signature]
Date: 12/12/12 Date: []
Batch No: [] Checked by: [Signature] 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: TESSE GREY
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: DECEMBER '12

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	5.00pm	5.30pm	TOWN HALL	LICENSING PANEL		✓ 25	£	P	
6/12	11.00am	12.30pm	THE OGDONS AYLESBURY	FIRST POLICE AND CRIME COMMISSIONS PANEL	A. SCOTT (Aylesbury)	✓ 68	15p		
12/12	4.00pm	6.00pm	TOWN HALL	TRAVELLER WORKING GROUP	JANE WALKER	✓ 25			
18/12	7.00pm	9.00pm	COUNCIL HOUSE	COUNCIL MEETING		✓ 5			
20/12	10.00am	12.30pm	TOWN HALL	APPENDIX PANEL		✓ 25			
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL			✓ 148
TOTALS CLAIMED						✓ 148			
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: 31-12-12

For Office Use Only	Democratic Services:	Authorised for Payment:	Date: <u>15/01/13</u>	Batch No:
Payroll:	Input by:	Date: <u>1</u>	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: TEESE GREEN
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):
 FOR ALLOWANCES FOR THE MONTH OF: JAN 13

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)	
3/1	12.30pm 1.30pm	ETON WICK	SITE VISIT (Planning)		5	f	
7/1	5.45pm 9.00pm	WINDSOR TOWN HALL	URBAN D.C. PLANNING PANEL		4		
8/1	10.00am 12.30pm	TOWN HALL	ARTHELS PANEL		2.5		
15/1	10.30pm 1.00pm	TOWN HALL	COMMUNITY SAFETY PARTNERSHIP C.S.P. MEETING	Brian Martin 6337	2.5		
15/1	6.00pm 7.00pm	TOWN HALL	LICENSING PANEL		2.5		
17/1	4.30pm 6.30pm	TOWN HALL	LICENSING SUB PANEL		2.5		
SUB TOTAL					109		
TOTALS CLAIMED					109		

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) YES
 *Please delete as appropriate
 Date: 31-1-13

Signature of Member:	
For Office Use Only	Date:
Democratic Services:	Date: <u>14/02/13</u>
Payroll:	Batch No:
Authorised for Payment:	Checked by:
Input by:	Date:

M. ABER'S 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: JESSE GREEN
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: FEB 13

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)
13/2	4:00 PM	6:00 PM	TOWN HALL	TRAVELLER WORKING GROUP	JANE WARBUTTON ✓	25	f
19/2	7:00 PM	10:00 PM	TOWN HALL	FULL COUNCIL MEETING	✓	25	f
21/2	10:00 AM	11:00 AM	TOWN HALL	TRANSFERT APPEAL	✓	25	f
27/2	6:30 PM	9:00 PM	WINDYBORG GUILD HALL	URBAN D.C. PANEL	✓	4	f
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.							
SUB TOTAL						79	
TOTALS CLAIMED						79	
VAT RECEIPT ATTACHED							

YES / NO*
 *Please delete as appropriate
 Date: 28-2-13

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	Date: _____	Date: _____	Date: _____
Democratic Services:	Authorised for Payment:	Date: <u>10/4/13</u>	Batch No: _____
Payroll:	Input by: _____	Date: _____	Checked by: _____

M. ABERS' 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: JESSE GREY
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip): 2

FOR ALLOWANCES FOR THE MONTH OF: MARCH '13

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY	PLACE WHERE DUTY WAS PERFORMED	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
11/3	10:00 AM 12:00	WINDSOR GUILD HALL	LICENSING SUB PANEL	✓ 4	f
19/3	2:00 PM 3:00 PM	TOWN HALL	TRANSPORT APPEAL	✓ 2.5	
19/3	6:00 PM 8:30 PM	TOWN HALL	FLOOD FORUM	✓ 2.5	
21/3	10:00 AM 2:45 PM	TOWN HALL	LICENSING SUB PANEL	✓ 2.5	
21/3	16:45 PM 6:00 PM	TOWN HALL	TRAVELLER WORKING GROUP	✓ 2.5	
22/3	9:00 AM 12:30 PM	BRACKENWELL POLICE STN	POLICE + CRIME PANEL	✓ 2.5	
25/3	12:30 PM 1:30 PM	MARJACKS DEDWORTH	SITE VISIT	✓ 2.6	
27/3	6:00 PM 10:30 PM	WINDSOR GUILD HALL	WINDSOR URBAN DC. PANEL	✓ 4	
SUB TOTAL				140	
TOTALS CLAIMED				140	
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.)

YES / NO *
 *Please delete as appropriate
 Date: 31-3-13

Signature of Member: LH - Liz Hemby

For Office Use Only

Democratic Services: _____ Authorised for Payment: _____
 Payroll: _____ Input by: _____
 Date: 10/4/13 Batch No: _____
 Checked by: _____ Date: _____

MEMBERS' MILEAGE CLAIM FORM 1

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

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

FOR ALLOWANCES FOR THE MONTH OF **APRIL '13**

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)
9/4	10:00am 12:30pm	TOWN HALL	COMMON COUNCIL SAFETY PARTNERSHIP	BRIAN MARSH	25	f
23/4	7:00pm 10:00pm	TOWN HALL	FULL COUNCIL MEETING		25	p
24/4	7:00pm 10:00pm	WINDSOR CASILDHALL	NOISESSE URBAN D.C. PANEL		5	
SUB TOTAL					55	
TOTALS CLAIMED					55	
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.]

Signature of Member: _____
 Date: **20-4-13**

For Office Use Only
 Democratic Services: _____
 Payroll: _____
 Authorised for Payment: _____
 Input by: _____
 Date: **2/5/13**
 Batch No: _____
 Checked by: _____
 Date: _____