

# 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 HILTON**  
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: **DEC 2012** - **MARCH 2013**

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)
19/2/2013	7.30	9.30	TOWN HALL	FULL COUNCIL		✓ 20	£
26/2/2013	6.30	8.30	"	OBS TRAINING		✓ 20	
12/3/2013	7.00	9.00	BES 2/3	LOCAL PLAN	SARAH BALL	✓ 20	
18/3/2013	5.30	7.00	GUILD HALL	PLANNING & HOUSING OBS		✓ 10	
21/3/2013	10.00	1.30	TOWN HALL	LICENSING PANEL		✓ 20	
25/3/2013	6.00	8.15	"	RURAL FORUM		✓ 20	
4/4/2013	10.00	12.00	BES 2/3	EMPLOYMENT APPEAL	KAREN WILLIAMS.	✓ 20	
27/4/2013	2.00	3.00	TOWN HALL	HOMES TO SCHOOL APPEAL		✓ 20	
20/5/2013	9.00	11.00	"	EMPLOYMENT APPEAL		✓ 20	
SUB TOTAL						✓ 170	
TOTALS CLAIMED						✓ 170	

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

Pg = Philip Gill

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\*

Signature of Member: .....

\*Please delete as appropriate

Date: **1/4/2013**

For Office Use Only

Democratic Services: \_\_\_\_\_  
Payroll: \_\_\_\_\_  
Authorised for Payment: \_\_\_\_\_  
Input by: \_\_\_\_\_

Date: **09/04/13**  
Batch No: \_\_\_\_\_

Checked by: \_\_\_\_\_  
Date: \_\_\_\_\_

MEMBERS' MILEAGE CLAIM FORM

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1<sup>st</sup> OF EACH MONTH

CLAIM BY COUNCILLOR: **DAVID HILTON**  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) **1**

FOR ALLOWANCES FOR THE MONTH OF: **DEC - MARCH 2013**

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)	
3/12/12	5.00	6.00PM	TOWN HALL	LICENSING PANEL		20		
5/12/2012	2.00	4.30	"	HEATHS WELLSBING PRESENTATION	Catherine Mullins	20		
10/12/2012	5.30	8.00	DES 2/3	PLANNING 3 HOUSING OBS		20		
17/12/2012	5.30	8.00	DES 4	LOCAL PLAN WORKING GROUP		20		
18/12/2012	7.30	9.00	TOWN HALL	FULL COUNCIL	SARAH BALL	20		
8/1/2013	6.15	8.30	"	CRIME 3 DISORDERS OBS		20		
15/1/2013	10.30	12.00	"	COMMUNITY SAFETY PARTNERSHIP	Brian Martin	20		
15/1/2013	5.30	8.00	DES 2/3	LOCAL PLAN + PLANNING HOUSE OBS		20		
28/1/2013	7.00	9.00	DES 4	PLANNING SHOWING OBS		20		
29/1/2013	9.30	6.15	TOWN HALL	BERKSHIRE PENSION PANEL		20		
30/1/2013	10.30	2.00	MINSTER COURT	PENSION WORKING GROUP	NICK GREENWOOD	20		
12/2/2013	7.00	9.00	DES 2/3	LOCAL PLAN	SARAH BALL	20		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL		240
						TOTALS CLAIMED	240	

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 fill 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: **1/4/2013**

For Office Use Only	Democratic Services:	Authorised for Payment: <b>C</b>	Date: <b>09/04/13</b>	Checked by:	Date:
Payroll:	Input 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: ..... **DAVID HILTON** .....  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) .....

FOR ALLOWANCES FOR THE MONTH OF: **Nov 2012**

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)		
5/11/2012	5.30	7.30	TOWN HALL	RURAL FORUM	✓	20	£	P	
9/11/2012	2.00	3.00	GUILD MALL	HOME TO SCHOOL APPEAL	✓	10			
22/11/2012	6.00	7.00	TOWN HALL	<del>MEMBERS APPEAL ATTORNEYS</del>	✓	25			
27/11/2012	5.30	9.00	" "	MEETING ON BUILDING CONTROL LOCAL PLAN	✓	20			
					✓	20			
<b>SUB TOTAL</b>						✓	<b>70</b>		
<b>TOTALS CLAIMED</b>						✓	<b>70</b>		

PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.  
 JW = Jason White  
 SB = Sarah Ball

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: **28/11/2012** .....

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Democratic Services:	Authorised for Payment:
Payroll:	Input by:
Date: <b>6/12/12</b>	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 HILTON**  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) .....

FOR ALLOWANCES FOR THE MONTH OF: **APRIL 2012 - OCT.**

PERIOD 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		
DATE	TIME FROM				TIME TO	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
29/8/2012	6.30	9.30	WREYSBURY	WINDSOR LOCAL DC.	✓	20	
13/9/2012	6.15	7.45	TOWN HALL	CRIME & DISORDER OBS	✓	20	
17/9/2012	5.30	9.00	"	PLANNING OBS	✓	20	
19/9/2012	6.30	9.30	SUNNINGDALE	WINDSOR LOCAL DC	✓	8	
19/9/2012	10.30	2.30	MANTRA COURT	SESSION IN G	✓	20	
5/10/2012	10.00	12.00	TOWN HALL	APPEAL	✓	20	
9/10/2012	10.30	12.00	T H -	<del>MEMBERS ALLOWANCE FOR MEETINGS</del>	✓	25	125 00
9/10/2012	7.00	9.00	T H -	COMMUNITY SAFETY PARTNERHP	✓	20	
12/10/2012	6.30	9.00	OLD WINDSOR	PLANNING OBS	✓	20	
18/10/2012	2.00	4.00	CAMBERLEY	WINDSOR LOCAL DC	✓	10	
1/11/2012	6.15	8.15	TOWN HALL	THAMES BASIN HEALTH TSPB	✓	16	
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF. <i>NG = Diete Greenwood</i>					✓	20	
SUB TOTAL					✓	194	
TOTALS CLAIMED						194	

VAT RECEIPT ATTACHED  YES  NO  
 \*Please delete as appropriate  
 Date: **28/11/2012**

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:	5/12/12
Payroll:	Input by:	Date:	
		Checked by:	