

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: **KELLAWAY**  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: **SEPT 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)
28/9/12	08.45 15.00	WEST OXFORD D.C.	VISIT TO REVIEW + DISCUSS REVENUE + BENEFITS SYSTEM WITH C. MCCOONEY + CLER G. HILL	C. MCCOONEY	98	£ P
<p><i>Payroll: Please pay an additional 15p per mile on Mr Kellaway car + 3 passengers.</i></p>						
SUB TOTAL					98	
TOTALS CLAIMED					98	

VAT RECEIPT ATTACHED YES / NO\*  
 \*Please delete as appropriate  
 Date: **14/11/12**

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: \_\_\_\_\_ Date: \_\_\_\_\_  
 For Office Use Only  
 Democratic Services: \_\_\_\_\_ Authorised for Payment: \_\_\_\_\_ Date: **20/11/12**  
 Payroll: \_\_\_\_\_ Input by: \_\_\_\_\_ Batch No: \_\_\_\_\_  
 Checked by: \_\_\_\_\_ Date: \_\_\_\_\_