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: ..... JENNER .....

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) .....

FOR ALLOWANCES FOR THE MONTH OF: ..... March / April / 14

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM			TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFOMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached) £	p
6/3/14	7.15	9.00	Townhall	Hec Saints Mens Society	✓	4		
8/3/14	9.00	12-	Townhall	Planning Meeting	✓	4		
11/3/14	9.30	12.30	Townhall	Citizenship	✓	4		
13/3/14	9.00	12.00	Townhall	Cllr Tree Means / meetings	✓	4		
20/3/14	9.00	11.30	Townhall	Meeting Mayor	✓	4		
26/3/14	5.00	6.15	Townhall	Tea with Mayor.	✓	4		
27/3/14	9.00	11.00	Townhall	Mayor meeting	✓	4		
3/4/14	9.30	12.00	Townhall	Mayor Meetings	✓	4		
4/4/14	9.30	11.30	Townhall	Meeting	✓	4		
10/4/14	9.00	10.30	Townhall	Meeting	✓	4		
					SUB TOTAL	✓ 40		
					TOTALS CLAIMED	✓ 40		

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

Signature of Member: [redacted] Date: 10/4

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 16/04/14		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: