

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. H. N. FIDDO
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF: [REDACTED]

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	TIME TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)		
03/02/14	18.30	21.20	TOWN HALL	HIGHWAYS, TRANSPORT O&S		✓	5	12	00
06/02/14	18.30	19.45	GUILDHALL	WINDSOR TOWN FORUM		✓	14		
25/02/14	19.30	22.26	TOWN HALL	COUNCIL		✓	14		
11/03/14	18.30	20.30	TOWN HALL	HIGHWAYS, TRANSPORT O&S		✓	14		
12/03/14	18.30	18.40	TOWN HALL	SPECIAL COUNCIL		✓	5		
24/03/14	10.00	10.45	GUILDHALL	LICENSING & SUB-COMMITTEE		✓			
SUB TOTAL							52	12	00
TOTALS CLAIMED							52	12	00

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

Signature of Member: [REDACTED]

YES / ~~NO~~
*Please delete as appropriate
Date: 02/04/2014

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	02/04/14
Payroll:	Input by:	Batch No:	Checked by:
			Date:

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

4/12/13

10

Nov 2013 | Jan 2014

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

SUB TOTAL

TOTALS CLAIMED

VAT RECEIPT ATTACHED

***Please delete as appropriate**

Signature of Member:

Date: _____

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

CLAIM BY COUNCILLOR: JOHN F. DO
COUNCILLOR (EMPLOYEE) NUMBER (as found on pay slip) [REDACTED]
FOR ALLOWANCES FOR THE MONTH OF: SEPTEMBER 2013

FOR ALLOWANCES FOR THE MONTH OF: SEPTEMBER 2013

[illegible]

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 receipts) - 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

Signature of Member:

YES / ~~NO~~ *

* Please delete as appropriate

Date 18/10/2013

For Office Use Only			
Democratic Services:	Authorised for Payments:	Date:	22/10/13
Payroll:	Input by:	Date:	Batch No:
		Checked by:	Date: