

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: [Signature]
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) [Number]
FOR ALLOWANCES FOR THE MONTH OF: March / April

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
6/3/14	7:15	9:00	Townhall	Mc Saints Mens Society	✓	4	£
6/3/14	9:00	12:00	Townhall	Planning Meeting	✓	4	
11/3/14	9:30	12:30	Townhall	Citizenship	✓	4	
13/3/14	9:00	12:00	Townhall	Extra Tree Measures Meetings	✓	4	
20/3/14	6:00	11:30	Townhall	Meeting Mergers	✓	4	
24/3/14	6:00	6:15	Townhall	Tea & B.A. Mergers	✓	4	
27/3/14	9:00	11:00	Townhall	Mergers Meeting	✓	4	
3/4/14	9:30	12:00	Townhall	Mergers Meetings	✓	4	
4/4/14	8:30	11:30	Townhall	Meeting	✓	4	
10/4/14	8:00	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: [Signature]

Date: 10/4/14

For Office Use Only	
Democratic Services:	Authorised for Payment: <u>[Signature]</u>
Payroll:	Input by: <u>[Signature]</u>
Date:	Batch No:
16/04/14	
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:
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF:

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM		TRAVEL ALLOWANCE CLAIMED			
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
4/1/14	8.30	10.00	W/heard	Sub-committee		✓ 5.	£	p
8/1	10.00	11.30	town hall	Meeting		✓ 4		
9/1	9.30	11.30	---	Members Meeting		✓ 4		
30/1	9.00	11.30	town hall	Meeting		✓ 4		
3/1	10.30	11.30	town hall	Draw RSP ticket		✓ 4		
6/2	9.30	11.00	town hall	Mayoral Meeting		✓ 4		
10/2	3.00	3.30	town hall	Coun Week Libery		✓ 4		
11/2	6.45	7.45	town hall	CADERS		✓ 4		
12/2	11-	12.30	town hall	Meeting about Feeding		✓ 4		
13/2	9.30	11.30	town hall	Members Meeting		✓ 4		
24/2	1.30	2.30	town hall	Meeting (Jill Bond)		✓ 4		
27/2	9.30	10.30	town hall	Mayors Meeting		✓ 4		
SUB TOTAL						✓ 49		
TOTALS CLAIMED						✓ 49		

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:

Date:

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

MEMBERS' MILEAGE CLAIM FOR

CLAIM BY COUNCILLOR: James
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 1

FOR ALLOWANCES FOR THE MONTH OF: Dec/Jan

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY		PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)
3 Dec	9.30	11.30	in hotel.	Open Ward read list etc.		£ 4.	P
5 Dec	9.00	12.	in hotel	Meyor meeting		£ 4	
31 Nov	10.30	11.00	in hotel	Photo Movement		£ 4	
10 Dec	10.30	12.00	in hotel	meeting for Full Council.	also on signet	£ 4	
12 Dec	9.00	9.30	in hotel	Close Town		£ 4	
12 Dec	9.30	12.	in hotel	Meeting		£ 2.	
24 Dec	9.00	10.30	in hotel	Town Hall (left around town hall)		£ 4	
25 Dec	10.45	2.30	in hotel	Meeting		£ 26.	
31/1/14	9.15	11.00	in hotel	Meyor Meeting		£ 4	
SUB TOTAL						£ 56	
TOTALS CLAIMED						£ 56	

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: [Signature]

Date: 06/01/14

For Office Use Only	
Democratic Services:	Authorised for Payment: <u>[Signature]</u>
Payroll:	Input by: <u>[Signature]</u>
Date:	Batch No: <u>06/01/14</u>
Checked by:	Date:

MEMBERS' MILEAGE CLAIM F 2M

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

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

FOR ALLOWANCES FOR THE MONTH OF:

PERIOD COVERED BY CLAIM				REASON(S) FOR CLAIM		FOR ALLOWANCES FOR THE MONTH OF:		
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED		
						PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)	
11/1/13	1:30	3:30	Mindros.	Open Sports hall	}	Mileage		
12/1/13	9:30	12:00	Mindros	Meeting		✓ 26	f	p
13/1/13	7:15	8:30	Mindros	Star Q&A AGM		✓ 4		
14/1/13	9:30	12:00	Mindros	Mayor's meeting		✓ 5		
17/1/13	10:00	1:00	Mindros	WAFET Quick meetings.		✓ 4		
19/1/13	5:00	7:00	Mindros	Brainerd Barn hall.	}	✓ 12		
24/1/13	10:45	2:00	Mindros Dismal	Long Ride - RR.		✓ 4		
25/1/13	8:50	7:15	Mindros	Guest + Brainerd this		✓ 41		
28/1/13	8:00	12:00	Mindros	Mayor Photo & Meeting		✓ 4		
28/1/13	6:00	7:00	Mindros	BCA College		✓ 4		

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 claim and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

VAT RECEIPT ATTACHED

For Office Use Only

Signature of Member:

YES / NO*
*Please delete as appropriate
Date: 28/1/13

Democratic Services:	Authorised for Payment:	<u>28/1/13</u>	Date:	Batch No:	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: Jenmes
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF

PERIOD COVERED BY CLAIM			REASONS(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
14 Oct	10:00	12:00	M/Head	AGM SMC		4	
17 Oct	9:30	11:00	M/Head	Mayor Meeting		4	
22 Oct	10:00	10:30	M/Head	Proho Shoot	Repsy aped	4	
24 Oct	9:30	12:30	M/Head	Meeting Llewens Hill		4	
5 Nov	10:30	12:00	M/Head	Citizenship		4	
7 Nov	10:00	12:00	M/Head	Mayor Meeting		4	
8 Nov	10:00	10:30	Cash Hill	Open Line Shop		4	
8 Nov	11:00	12:00	M/Head	Open Bridge		21	
8 Nov	4:00	5:00	M/Head	Meeting T. May Chems.		4	
9 Nov	9:30	11:00	M/Head	Remistice Day		4	
SUB TOTAL						61	57

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 and showing the petrol company's VAT registration number and identity the amount paid for fuel.]

VAT RECEIPT ATTACHED

TOTALS CLAIMED

YES / NO *

*Please delete as appropriate

Signature of Member:

Date: 11/11/13

For Office Use Only	
Democratic Services:	Authorised for Payment:
Payroll:	Input by:
Date:	Batch No:
13/11/13	Checked by:
Date:	

MEMBERS' MILEAGE CLAIM FC.M

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

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

FOR ALLOWANCES FOR THE MONTH OF: July - Oct

PERIOD COVERED BY CLAIM			REASONS FOR CLAIM		TRAVEL ALLOWANCE CLAIMED			
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
11 Sept	8.00	10.30		Boon Est.	(Maidenhead Bus)	26	f	p
2 Sept	16.00	1.00		Mae Midland Office		4		
23 Sept	5.00	7.00		Tractor Mtd		21		
3 Oct				Drumey (Abt - Windsor)		11		
4 Oct				Kidd Levels Close (Snelthorpe)		6		
6 Oct	7.00	10.30		Turney Junction (Snelthorpe)	(Maidenhead Bus)	24		
6 Oct	4.15	5.00		Orchestra Shop		6		
6 Oct	10.00	11.00		Bridge Street Wilford		8		
8 Oct	6.00	8.00		Norfolk Farm		6		
10 Oct	10.00	12.00		Market meeting		4		
14 Oct	10.00	11.00		Steeple Mery Meeting		4		
SUB TOTAL						99		
TOTALS CLAIMED						99		

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 claim 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: [Signature]

Date: 15/10/13

For Office Use Only

Democratic Services:

Authorised for Payment: [Signature]

Date: 16/10/13

Payroll:

Input by: [Signature]

Date: 1

Batch No:

Checked by:

Date:

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

MEMBERS' MILEAGE CLAIM RM

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

FOR ALLOWANCES FOR THE MONTH OF: July - OCT

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
25/Jul	10.00	11.00	Townhall	Meetings	4	f	p
1 Aug			Townhall		4		
15 Aug			Townhall		4		
22 Aug			Townhall		4		
29 Aug			Town hall		4		
3 Sept	10.00	12.00	Town hall	Citizenship	4		
12 Sept	11.00	11.00	Town hall	Bethie Patten	4		
16 Sept	10.00	11.00	Town hall	Charles Doughty	4		
4 Sept	10.00	12.30	Town hall	Meetings	4		
30 Sept	11.00	11.00	Town hall	Meetings	4		
26 Sept			Braywick Townhall	Meetings	4		
1 Oct	10.00	12.00	Town hall	Meetings	4		
SUB TOTAL						53	

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.

TOTALS CLAIMED

53

VAT RECEIPT ATTACHED

YES / NO*

*Please delete as appropriate

Date: 14/10/13

Signature of Member:

For Office Use Only

Democratic Services:	Authorised for Payment:	Date:	Batch No:	Checked by:	Date:
Payroll:	Input 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.]

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

FOR ALLOWANCES FOR THE MONTH OF _____

[illegible]

VAT RECEIPT ATTACHED

YES / NO *

Signature of Member:

Date _____

For Office Use Only			
Democratic Services:	Authorised for Payment: [Redacted]		
Payroll:	Input by:	Date:	Batch No:
			30/7/13
		Checked by:	Date:

ME. BERS' 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: James
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF:

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES		TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY		PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)	
						Mileage	£ P	
2/5/13	10-	11.30	Townhall	Citizenship Evening	✓	4		
11/5/13	5.00	10.30	Centrum	Stonley Spencer Kingab. 10000 festival	✓	5		
16/5/13	2.00	2.45	Libran		✓	4		
17/5/13	9.00	10.00	Town Centre mphed	Clarks Shoe Shop	✓	4		
20/5/13	2.00	2.30	Townhall mphed	Marys making besheersal	✓	4		
22/5/13	4.00	4.30	St Marys Church	Reveresal Guide Sunday	✓	4		
23/5/13	7.30	8.45	Windsor	Illunary Comuete	✓	21		
1/6/13	10.30	12.00	Emdenham	Masonries open den	✓	38		
9/6/13	6.10	7.00	Town hall	Resent Egistics	✓	4		
11/6/13	12.00	1.30	Meeting Townhall	Planning Meeting	✓	4		
17/6/13	4.30	6.00	Windsor	Spences Denny Centre	✓	23		
17/6/13	6.00	7.15	Windsor	Family Friends AEM	✓	5		
SUB TOTAL						✓	120	
TOTALS CLAIMED						✓	120	

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.

AS = Arden Single ten

[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.]

AT RECEIPT ATTACHED

YES / NO*
*Please delete as appropriate

Signature of Member: [Signature]

Date: 30/7/13

For Office Use Only	
Democratic Services:	Authorised for Payment: <u>[Signature]</u>
Payroll:	Input by: <u>[Signature]</u>
Date:	Batch No:
Date:	Checked by:
Date:	Date: