

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

CLAIM BY COUNCILLOR: R. KELLAWAY
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF

[illegible]

[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:

For Office Use Only

Democratic Services:

Authorised for Payment:

Payroll:

Input by:

Date:

Batch

Date: 28/03/14
Batch No: C

Checked by:

Date: _____

Rec'd
2/1/14

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

COUNCILOR (EMPLOYEE) NUMBER (as found on payslip)

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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

TOTALS CLAIMED

~~YES / NO~~

*Please delete as appropriate

For Office Use Only

Democratic Services.

Authorised for Payment:

Payroll

Input by:

Date:

Date: _____
Batch: _____

31	01	14
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Checked by:

Date: _____

Signature of Member:

Date.....