

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD MEMBERS' MILEAGE CLAIM FORM

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

Rec'd 27/4/14

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

FOR ALLOWANCES FOR THE MONTH OF: Oct 13 - Dec 13

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			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
3.10.13	6.30	8.00	Guthrie	Town Centre Forum with Cllr	NO without car with		
4.10.13	6.30	8.15	Mendenhall	John Fole	15/11/13 Taxi receipt (1)	£7.00	
7.10.13	6.30	8.30	Mendenhall	Adopt Services	15/11/13 Taxi receipt (2)	£11.00	
5.11.13	6.00	8.20	Mendenhall	Adopt Services	15/11/13 Taxi receipt (3)	£13.00	
11.11.13	6.30	8.30	Mendenhall	Adopt Services	15/11/13 Taxi receipt (4)	£11.00	11.00
18.11.13	6.30	11.30	Mendenhall	Adopt Services	15/11/13 Taxi receipt (5)	£12.00	12.00
19.11.13	6.30	8.30	Mendenhall	Adopt Services	15/11/13 Taxi receipt (6)	£12.00	12.00
11.12.13	6.30	11.30	Mendenhall	Adopt Services	15/11/13 Taxi receipt (7)	£14.00	14.00
TOTALS CLAIMED					14	23	00

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

For Office Use Only

Democratic Services:

Payroll:

Authorised for Payment:

Input by:

Date:

Date: 13/05/14

Batch No:

Checked by:

Date:

Signature of Member:

Date: 13/Dec/13

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: JOHN PENNELL
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF Jan - April 2014

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			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
29/1/14	6.30	7.30	Windsor Planning		✓ 4 miles	
25/2/14	1.00	1.00	Site visit (Windsor Planning)		✓ 7 miles	
25/2/14	7.00	10.00	Council Meeting		✓ 14 miles	
24/2/14	6.30	8.00	Windsor Planning		✓ 14 miles	
25/3/14	6.30	8.30	Windsor Management Forum		✓ 14 miles	
26/3/14	6.30	8.00	Windsor Planning		✓ 3 miles	
31/3/14	6.30	9.00	Members Training		✓ 14 miles	
2/4/14	6.30	8.30	Leisure Librarian's 28. Hour		✓ 14 miles	
23/4/14	6.30	8.30	Windsor Planning		✓ 14 miles	

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.

SUB TOTAL

[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.]

TOTALS CLAIMED

68

Signature of Member: [REDACTED]

VAT RECEIPT ATTACHED

YES (NO*)

*Please delete as appropriate

For Office Use Only
Democratic Services: Authorised for Payment: [REDACTED]
Payroll: Input by: [REDACTED]

Date: 29/4/14

Batch No: [REDACTED]

Checked by: [REDACTED]

Date: 23 April 2014