

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th
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		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		
4/7/16	0900	1330	Exeter, Devon	CPRE		50		
6/7/16	1730	2100	London	CPRE (Hof Looze)		4		
7/7/16	1600	2130	London	CPRE		70		
8/7/16	1700	2100	London	CPRE		50		
14/7/16	1730	2030	London	CPRE		4		
14/7/16	0900	1400	London	CPRE		50		
SUB TOTAL								
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						228		
TOTALS CLAIMED						228		

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first job and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

RECEIPT ATTACHED

YES / NO*
*Please delete as appropriate

Signature of Member:

Date...28-16...

For Office Use Only

Democratic Services:	Authorised for Payment:
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Payroll:	Input by:
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Date: 8/8/16

Batch No:

Checked by:

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

CLAIM BY COUNCILLOR: LEO WATERS
COUNCILLOR (EMPLOYEE) NUMBER (as found on pay slip).....

FOR ALLOWANCES FOR THE MONTH OF: August Sept 2016

[illegible]

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first job - and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

Signature of Member:..

For Office Use Only		Signature of Member: [Redacted]		Date: 20/9/20
Democratic Services:	Authorised for Payment	[Redacted]		Date: 26/9/16
Payroll:	Input by:	[Redacted]		Batch No:
			Checked by:	Date:

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES

CLAIM BY COUNCILLOR: LEO WALTERS
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)
FOR ALLOWANCES FOR THE MONTH OF: October & November 2016

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first job and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

RECEIPT ATTACHED

*Please delete as appropriate

For Office Use Only		Signature of Member: [Redacted]		Date: 21/11/2016
Democratic Services:	Authorised for Payment: [Redacted]	Date: 21/11/16		
Payroll:	Input by: [Redacted]	Date:	Batch No:	Checked by:
				Date:

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
CLAIMS MUST BE FORWARDED TO DEMOCRATIC SOCIETY

CLAIM BY COUNCILLOR: SE & WIFE RETU
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

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)	
							f	p
10/12/16	0800	1700	London	CPRC (St-Regis)		70		
13/12/16	1900	2200	MHA	Rural Council		4		
12/12/16	0900	1330	Lynfield	CPRC		50		
12/12/16	1700	2300	MHA	MHA Rural Council Panel		4		
						SUB TOTAL	128	
						TOTALS CLAIMED	128	

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 name and address.]

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.]

TOTALS CLAIMED

ATTACHED

YES / NO*

*Please delete as appropriate

Date.. 4/12/16

Signature of Member:.....

For Office Use Only		Signature of Member:.....		Date: 29/12/16	
Democratic Services:	Authorised for Payment	Date: 21/12/16			
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
CLAIMS MUST BE FORWARDED TO DEMONSTRATE

CLAIM BY COUNCILLOR: LEO WATERS
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....
FOR ALLOWANCES FOR THE MONTH OF: JANUARY 2017

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

TOTALS CLAIMED

ATTACHED

YES / NO*

*Please delete as appropriate

Date. 4/2/2017

Signature of Member:.....

For Office Use Only		Signature of Member:.....		Date: 4/2/2017	
Democratic Services:	Authorised for Payment:	[Redacted]		Date: 13/2/17	
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
CLAIMS MUST BE FORWARDED TO DENOTES LTD

CLAIM BY COUNCILLOR:

LEO WARTEN

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

FOR ALLOWANCES FOR THE MONTH OF:

February 217.

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 identify the amount paid for fuel.]

Signature of Member:.....

YES / NO*

*Please delete as appropriate

Date... 22/2/17.

For Office Use Only		Signature of Member:.....		Date... 22/2	
Democratic Services:	Authorised for Payment	[Redacted]		Date: 1/3/17	
Payroll:	Input by:	[Redacted]		Batch No:	Checked by:
					Date: