

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th
OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIM BY COUNCILLOR:
COUNCILLOR NUMBER (as found on payroll).....

FOR ALLOWANCES FOR THE MONTH OF November

Train
Train
Train
Taxi
Taxi

as determined by the Council and by the Local Government Allowances and (Allowances to

Date: 22/11/2016

For Office Use Only					
Democratic Service		Date: 29/11/16			
Payroll:	Input by:	Batch No:	Checked by:	Date:	

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th
OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIM BY COUNCILLOR:

RANKIN

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

FOR ALLOWANCES FOR THE MONTH OF:

December

REASON(S) FOR CLAIM			
DATE	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)	AMOUNT CLAIMED
1/12/16	Town Hall	Meeting about St Clouds Way, Islamic Trust (Russell O'K)	£ 2.45
2/12/16	"	Property Company with Alan Baldwin (Russell O'K)	£ 5.00
6/12/16	"	Corporate O&S at request of Chairman	£ 2.45
13/12/16	"	CRSIC then Full Comci	£ 5.00
14/12/16	"	Audit + Performance	£ 2.40
15/12/16	"	Cabinet	£ 2.40
TOTAL CLAIMED			£ 19.70

I DECLARE THAT
Members) Regulation

es determined by the Council and by the Local Government Allowances and (Allowances to

Signature of Member

Date: 28/12/2016.

For Office Use Only

Democratic Services

Payroll:

Date: 2/1/17

Batch No:

Checked by:

Date:

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 15th
of the following month

CLAIM BY COUNCILLOR: **RANKIN**

COUNCILLOR EMPLOYED NUMBER (as found on payroll)

FOR ALLOWANCES FOR THE MONTH OF: **JANUARY**

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	DESCRIPTION OF APPROVED DUTY	PLACE WHERE DUTY WAS PERFORMED			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
4/1/17	5:45	6:45	Business Late Discussion (and Jettis) followed by working meeting	Tom Holt	Andy Jettis		7.1 miles	
6/1/17	8am	10am	BSG	"	Alison Alexander		5.3 miles	
12/1/17	5pm	9pm	Cabinet Briefing	"	n/a		7.1 miles	front + back
"	"	"	"	"	"		7.1 miles	front + back
16/1/17	10:30am	Midday	Budget Press Briefing	"	Louisa Dean		5.3 miles	front + back
"	"	"	"	"	"		5.3 miles	front + back
"	4pm	6pm	Pension Panel	"	n/a		5.3 miles	in pm work
"	"	"	"	"	"		7.1 miles	back to home
19/1/17	5:30pm	8pm	Regeneration Discussion	"	Russell O'Keefe		5.3 miles	in pm work
"	"	"	"	"	"		7.1 miles	back to home
26/1/17	6pm	9pm	Cabinet	"	n/a		7.1 miles	"
31/1/17	6pm	7:30pm	Head Member Briefing	"	Rob Large		7.1 miles	home.
SUB TOTAL							76.2 miles	

TOTALS CLAIMED

PT ATTACHED

YES/NO - n/a
* Please delete as appropriate

Date: 31/01/2017

Less any amount claimed/received from any other Authority/Body.

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

IN IS: 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. I

Signature of Member:

For Officer Use Only

Democratic Services:

Payroll:

Authorised for Payment

Input by:

Date: 3/2/17

Batch No:

Checked by:

Date:

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: Rankin

COUNCILLOR (EMPLOYEE) NUMBER (as found on payroll) [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF February

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)
1/2/17	5:30pm	7pm	Town Hall	Discussion on RBWM Leadership Structure and Property Company	Alison Alexander	5.3 miles	Work → TH
"	"	"	"	"	"	7.1 miles	TH → Home
7/2/17	5pm	7pm	"	Chamber of Commerce Budget Consultation	n/a	5.3 miles	Work → TH
"	"	"	"	"	"	7.1 miles	TH → Home
8/2/17	5pm	8pm	"	JV Summary Presentation	Mary Perceval	7.1 miles	Home → TH
"	"	"	"	"	"	7.1 miles	TH → Home
21/2/17	7:30pm	10pm	"	Full Council	n/a	5.3 miles	Work → TH
22/2/17	5pm	6pm	"	BCA Discussion	Alison Alexander	5.3 miles	Work → TH
"	"	"	"	"	"	7.1 miles	TH → Home
28/2/17	7:30	8	"	Audit Performance	n/a	5.3 miles	Work → TH
"	"	"	"	"	"	7.1 miles	TH → Home
SUB TOTAL							
TOTALS CLAIMED							

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

Signature of Member

RECEIPT ATTACHED

YES / NO*

*Please delete as appropriate

Date: 01/03/2017

For Office Use Only

Democratic Services:

Authorised for Payment

Date: 6/3/17

Batch No:

Checked by:

Date:

Payroll:

Input by:

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th
OF EACH MONTH

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

[illegible]

Less any amount claimed/received from any other Authority/Body.

Signature of Member:...

ATTACHED

YES / NO⁴

YES / NO
*Please delete as appropriate

Date.....31/03/17.....

For Office Use Only		9/4/17		D	
Democratic Services:	Authorised for Payment	Batch No:		Checked by:	
	Input by:			Date:	