

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:Simon Dudley....
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF: ..May - June 2016

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)	
							£	p
18/05/16	12:30	14:00	Bracknell Borough Council, Bracknell	Meeting with Council Leader	Joanna Bolam	18		
23/05/16	13:00	16:00	West Berkshire CC, Shaw House, Newbury	Berkshire Leaders Meeting	Joanna Bolam	71		
26/05/16	14:00	16:00	County Hall, Kingston, KT1 2DN	River Thames Scheme	Joanna Bolam	65		
06/06/16	12:00	13:00	Wokingham CC, Shute End, Wokingham	Meeting with Council Leader	Joanna Bolam	35		
15/06/16	13:00	15:00	County Hall, Kingston, KT1 2DN	River Thames Scheme	Joanna Bolam	65		
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL	254	
						TOTALS CLAIMED	254	

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.]

NO

Signature of Member:..

Date 18/07/16

For Office Use Only				
Democratic Services:	Authorised for Payment:	Date: 19/7/16		
Payroll:	Input by:	Date:	Batch No:	Checked by:
				Date: