

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st 25th OF EACH MONTH

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

FOR ALLOWANCES FOR THE MONTH OF: AUGUST 2017

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	PUBLIC TRANSPORT (Receipts must be attached)	
						Mileage	£	p
21/8	16:00	19:00	ASCOT	PLANNING VISIT HEATHERWOOD PARKING CHARGE	J JACKSON	30	13	50
22/8	17:00	21:00	ASCOT	BORO' WIDE PLANNING PANEL @ ROYAL BEKAS HOTEL	J JACKSON	32	5	-
							14	40
SUB TOTAL							32	90
TOTALS CLAIMED							32	90

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

YES / NO*
 *Please delete as appropriate
 Date: 6/9/17

Signature of Member: [Redacted]

For Office Use Only		Authorised for Payment: [Redacted]		Date: <u>12/9/17</u>
Democratic Services:	Input by:	Date:	Batch No:	Checked by:
Payroll:				Date: