

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: Mrs. S. Lytton
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 894413B

FOR ALLOWANCES FOR THE MONTH OF:

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
19/6/17	9.30		Town Hall	Extra. Council meeting	Wemo SUCS	36.	
27/6/17	7.30.		Town Hall	Council meeting	" "	36	
7/7/17	10am		Eton	Lic. Sub. Panel	" "	28	
22/8/17	7.00pm						
6/9/17	9.00.		Town Hall	Audit Performance	" "	36	
20/9/17	6.30.		Town Hall	Q&S Children SUCS	" "	36	
28/9/17	2. pm		Town Hall	Lic. Sub Committee	" "	36	
26/9/17	7.00		Town Hall	Council	" "	36	
6/10/17	2. pm		Town Hall	meeting with officer	(officers)	36	
25/8/17	12.00		Town Hall	Intro. meeting with officer	(officers)	36	
SUB TOTAL						316	
TOTALS CLAIMED						102.20	

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

Signature of Member

[Redacted Signature]

Date: 6/10/17

For Office Use Only				
Democratic Services:	Authorised for Payment:	Date:	25/10/17	
Payroll:	Input by:	Batch No:	Checked by:	Date: