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: Ross McWILLIAMS

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 309712

FOR ALLOWANCES FOR THE MONTH OF: June

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM			TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFOMED	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
19/06/2017	7.30pm	10.40pm	MAIDENHEAD TOWN HALL	Taxi taken as urgent method of transport to Town Hall to attend Full Council as all trains cancelled/not running. Payment has been agreed by Managing Director and evidence of train situation provided.			65	91
					SUB TOTAL			
					TOTALS CLAIMED	N/A	65	91

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]

Date: 27/6/17

For Office Use Only					
Democratic Services:	Authorised for Paymen[redacted]		Date: 27/6/17		
Payroll:	Input by:		Batch No:	Checked by:	Date: