

TRAVEL
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: HARI SHARMA
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

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
06.12.2017	— NA —		BLOOMSBURY LONDON	The Governance of Complexity By CENTRE FOR PUBLIC SCRUTINY	Ms. KAREN SHEPHERD.	BY TRAIN.	28	40
SUB TOTAL								
TOTALS CLAIMED							28	40

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: 11.12.2017

Signature of Member: [Redacted]

For Office Use Only			
Democratic Services:	Authorised for Payment	[Redacted]	Date:
Payroll:	Input by:	Date: <u>2/1/18</u>	Batch No:
		Checked by:	Date:

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DATE	TIME FROM	TIME TO				PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
8.2.18	8 th Feb 18	8 th Feb 2018	QE II CENTRE Westminster LONDON SW1P-3EE	UK BUS SUMMIT - (CONFERENCE)	Democratic Services	£	p 29-30
SUB TOTAL							
TOTALS CLAIMED							
VAT RECEIPT ATTACHED							
£ 29.30p							

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

i.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.]

Signature of Member:..... [REDACTED]

YES / NO*
*Please delete as appropriate
Date 12th March 2018

For Office Use Only
 Democratic Services: [REDACTED] Authorised for Payment [REDACTED]
 Payroll: [REDACTED] Date: 13/3/18