

**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 payroll) [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF June 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 Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
							£	p
01.06.17			Chieveley	PC Gareth Browning Funeral		66		
05.06.17			Kingston	River Thames Scheme		70		
28.06.17			Sunningdale	Sunningdale Park		25		
<b>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.</b>						<b>SUB TOTAL</b>	161	
						<b>TOTALS CLAIMED</b>	161	

[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 NO

Signature of Member: [REDACTED]

Date: 05.07.17

For Office Use Only				
Democratic Services:	Authorised for Payment	[REDACTED]	Date: 20/9/17	
Payroll:	Input by:	[REDACTED]	Batch No:	Checked by: Date: