

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD

CLAIMS MUST BE FORWARDED TO MEMBERS SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIM BY COUNCILLOR:M. Airey.....

EMPLOYEE NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: June - August

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM		ALLOWANCES CLAIMED					
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Members' Services)	TRAVEL ALLOWANCE CLAIMED		PUBLIC TRANSPORT (Please attach receipt)		SUBSISTENCE ALLOWANCE CLAIMED	
					Mileage	Engine Size	£	p	£	p
27/6/17	7-30pm	10-30pm	Town Hall	Full Council	11.6		£	p	£	p
28/6/17	7pm	9pm	Guildhall	Windsor DMP	5					
12/7/17	7pm	9-30pm	Town Hall	Planning and Housing O&S	11.6					
19/7/17	7pm	9pm	Guildhall	Windsor Urban DMP	5					
24/7/17	6pm	6-40pm	Town Hall	BLP Comms Briefing	11.6					
10/8/17	6pm	7pm	Town Hall	Planning Performance Meeting - Russell O'Keefe	11.6					
15/8/17	7pm	9pm	" "	Planning & Housing O&S <i>Gene Jackson</i>	11.6					
16/8/17	7pm	9pm	Guildhall	Windsor Urban DMP	5					
23/8/17	7pm	9pm	" "	Windsor Rural DMP	5					
SUB TOTAL					73					
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 or meals provided free of charge during period to which subsistence claim relates					
					TOTALS CLAIMED					
					£32.85					

Signature of Member:.....

Date: 27/8/17

For Office Use Only						
Members' Services:	Authorised for Payment:		Date:	<u>12/9/17</u>		
Payroll:	Input by:		Date:		Batch No:	Checked by:
						Date:

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD

CLAIMS MUST BE FORWARDED TO MEMBERS SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

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

FOR ALLOWANCES FOR THE MONTH OF: August - September - October

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM		ALLOWANCES CLAIMED					
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Members' Services)	TRAVEL ALLOWANCE CLAIMED		PUBLIC TRANSPORT		SUBSISTENCE ALLOWANCE CLAIMED	
					PRIVATE CAR		(Please attach receipt)		£ P	
					Mileage	Engine Size				
31/8/17	11am	12pm	Town Hall	Planning Meeting - Alison Alexander	11.6		£	P	£	P
13/9/17	7pm	9pm	Castle Hotel Guildhall	Windsor Urban DMP	5					
18/9/17	7pm	8.15pm	Town Hall	Planning and Housing O&S	11.6					
20/9/17	7pm	8.15pm	Castle Hotel	Windsor Rural DMP	5					
21/9/17	5pm	6pm	Town Hall	Planning Performance Review - Russell Cheezy	11.6					
4/10/17	6pm	7pm	" "	Planning Performance Review - Russell O'Keefe + Jenny Jackson	11.6					
11/10/17	7pm	8.30pm	Castle Hotel	Windsor Urban DMP	11.6					
17/10/17	7.30pm	8.30pm	Town Hall	Adult's O&S	11.6					
18/10/17	7pm	8.30pm	Guildhall	Windsor Rural DMP	5					
SUB TOTAL										
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 or meals provided free of charge during period to which subsistence claim relates					
TOTALS CLAIMED										

Signature of Member:.....

Date: 19/10/17

For Office Use Only					
Members' Services:	Authorised for Payment			Date:	<u>25/10/17</u>
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD


CLAIMS MUST BE FORWARDED TO MEMBERS SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

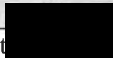

CLAIM BY COUNCILLOR: M. AIRGY

EMPLOYEE NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: Oct - Nov

PERIOD COVERED BY CLAIM			PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Members' Services)	ALLOWANCES CLAIMED					
DATE	TIME FROM	TIME TO			TRAVEL ALLOWANCE CLAIMED		PUBLIC TRANSPORT (Please attach receipt)		SUBSISTENCE ALLOWANCE CLAIMED	
					Mileage	Engine Size	£	p	£	p
30/10/17	7.30pm	10.30pm	Town Hall	Full Council	11-6		£	p	£	p
8/11/17	7pm	8.30pm	Guildhall	Windsor Urban DMP	5					
15/11/17	7pm	8.10pm	" "	Windsor Rural DMP	5					
					SUB TOTAL	21.6				
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 or meals provided free of charge during period to which subsistence claim relates	£9.72				
					TOTALS CLAIMED					

Signature of Member:  Date: 24/11/17

For Office Use Only					
Members' Services:	Authorised for Payment		Date:	<u>20/11/17</u>	
Payroll:	Input by:		Date:	Batch No:	Checked by:

