MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH

2016.....

CLAIM BY COUNCILLOR: .....Geoffrey L. Hill.....

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)..... 18361H .....

FOR ALLOWANCES FOR THE MONTH OF: Apr

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)	
5th Apr			Town Hall Maidenhead	Lead Member Briefings		2.3		
6th Apr			Town Hall Maidenhead	Cabinet Briefing		2.3		
19th Apr			Town Hall Maidenhead	Lead Member Briefings		2.3		
25th Apr			Nordan Farm	Maidenhead Town Partnership		6		
26th Apr			Minster House	Pensions Investment Working Group		2.3		
26th Apr			Town Hall Maidenhead	Website Meeting	Andy Jeffs, Jacqui Herd, Louisa Dean	2.3		
27th Apr			Cabinet	GForest Bridge School		2		
						13.80		

[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:...Geoffrey L. Hill..... Date...1st May 2017

For Office Use Only					
Democratic Services:	Authorised for Payment [redacted]		Date: 4/5/17		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

MEMBERS' MILEAGE CLAIM FORM

14th Feb =ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: .....Geoffrey L. Hill.....

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)..... 18361H .....

FOR ALLOWANCES FOR THE MONTH OF: Mar

2016.....

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)	
1st Mar			Town Hall Maidenhead	Lead Member Briefings		2.3		
2nd Mar			Town Hall Maidenhead	Cabinet Briefing		2.3		
15th Mar			Town Hall Maidenhead	Lead Member Briefing		2.3		
15th Mar			Town Hall Maidenhead	Corporate O&S		2.3		
17th Mar			Town Hall Maidenhead	Libraries	Alison Alexander/Jacquie Hurd	2.3		
23rd Mar			Town Hall Maidenhead	Cabinet		2.3		
						13.80		

[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:...Geoffrey L. Hill..... Date...1st Apr 2017

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 6/4/17		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date: