

## 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: Natasha Avey  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....  
 FOR ALLOWANCES FOR THE MONTH OF: March - April

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
28/3	9am	12.30pm	Town Hall	Children's Services Performance Day		11.6	
28/3	1pm	2.20pm	Guildhall	Schools Forum		5	
31/3	10.30	11am	Town Hall	Meeting re: IFSP Cabinet Paper		11.6	
3/4	3.30pm	4.15pm	" "	Meeting w/ Lambrook parents/governors	Corrairie Dorrell	11.6	
5/4	5pm	6pm	" "	Meeting re: CS pensions + finance	AFC Rob Stubbs	11.6	
6/4	5pm	7.30pm	" "	Cabinet Briefing		11.6	
11/4	3pm	4.15pm	" "	Lead Member Briefing		11.6	
12/4	2pm	3.15pm	" "	Social Workers Case Leads Meeting	Kevin McDaniel	11.6	
13/4	11.30am	12.40pm	" "	Meeting w/ PCC Anthony Starisfeld	Maure Bell	11.6	
18/4	6pm	8pm	" "	+ visit to MASH Culture + Communities AdS		11.6	
20/4	6.30pm	7.45pm	" "	Children's O+S		11.6	
24/4	3	5.30pm	" "	Lead Member Briefing	Kevin McDaniel	11.6	
<b>SUB TOTAL</b>						132.6	
<b>TOTALS CLAIMED</b>						3	

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:.....

Date: 24/4/17

For Office Use Only				
Democratic Services:	Authorised for Payment	Date:	<u>25/4/17</u>	
Payroll:	Input by:	Batch No:	Checked by:	Date:

## 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: N. AILEY  
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: April - May

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		PUBLIC TRANSPORT
						Mileage	(Receipts must be attached)	
							£	p
25/4/17	3pm	5pm	Town Hall	Health + Wellbeing Board		11.6		
27/4/17	1pm	4.30pm	Town Hall	Children's Services Performance Day	Kevin McDaniel	11.6		
27/4/17	6.30pm	8pm	Forest Bridge School	Cabinet		10.6		
3/5/17	7pm	10pm	Olde Bell, Hurley	Foster Carers Annual Supper	Kevin McDaniel	26		
2/5/17	5pm	6.30pm	Town Hall	Cabinet Briefing		11.6		
8/5/17	11am	12pm	Town Hall	Windsor University Meeting	Alison Alexander	11.6		
8/5/17	4pm	6pm	Town Hall	Lead Member Briefing	Kevin McDaniel	11.6		
11/5/17	6pm	7.30pm	Holiday Inn, Maidenhead	Youth Rotary Schools Maths Competition	"	10.8		
16/5/17	11am	12.15pm	St James' Palace	Windsor Castle/Royal Collection Meeting	Lorraine Durrell	4.6	18	40
17/5/17	2.30pm	4.30pm	York House	LSCB		4.6		
18/5/17	7pm	8.30pm	Town Hall	Electoral Review Working Group	Michael Uwelllyn	11.6		
<b>SUB TOTAL</b>								
<b>TOTALS CLAIMED</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.

[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:

Date: 18 / 5 / 17

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	<u>31/5/17</u>
Payroll:	Input by:	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: N. Airey

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

FOR ALLOWANCES FOR THE MONTH OF: May - June

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	
					Mileage	Engine Size	(Please attach receipt)		£	P
22/5/17	4pm	6pm	Town Hall	head Member Briefing	11.6		£	p	£	P
30/5/17	7.30pm	9pm	Town Hall	Cabinet	11.6					
31/5/17	7pm	8.30pm	" "	Electoral Review Working Group	11.6					
5/6/17	1pm	3pm	" "	head Member Briefing	11.6					
5/6/17	5pm	7pm	BCA	opening of new facilities - Kevin McDaniel	18.6					
<del>22/5/17</del>	<del>2pm</del>	<del>8pm</del>	<del>Town Hall</del>	<del>Meeting w/ Kevin McDaniel on CS Council paper</del>	<del>11.6</del>					
9/6/17	11.30am	2pm	Town Hall	Meeting w/ Kevin McDaniel on CS Council paper	11.6					
12/6/17	11am	12pm	4MR	Meeting w/ Children's Services Managers	11.8					
12/6/17	3pm	5pm	Town Hall	School Improvement Forum	11.6					
12/6/17	6.30pm	8pm	" "	Electoral Review Working Group	11.6					
20/6/17	9.30am	2pm	HB Wells Conference Centre, Woking	Police & Crime Commission Modern Slavery South East Region Conference - (Kevin McDaniel)	34		5	20		
21/6/17	1pm	2.30pm	Town Hall	head Member Briefing	11.6					
<b>SUB TOTAL</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 or meals provided free of charge during period to which subsistence claim relates					
					<b>TOTALS CLAIMED</b>					

Signature of Member:

Date: 21/6/17

For Office Use Only					
Members' Services:	Authorised for Payment:		Date:	22/6/17	
Payroll:	Input by:		Date:	Batch No:	Checked by:

## 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: ..... N. Airey .....  
 EMPLOYEE NUMBER (as found on payslip)..... [REDACTED] .....  
 FOR ALLOWANCES FOR THE MONTH OF: June - July

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
28/6/17	10am	1pm	Hark + Gorker Hotel	Project Griffin Training Workshop - Paul Roach	5					
29/6/17	1.30pm	2.30pm	Charters School	Charters Leisure Centre Project Meeting - Kevin Mist	22					
29/6/17	6.30pm	8.30pm	Riverside Primary	Cabinet	12.8					
6/7/17	5pm	7pm	Town Hall	Cabinet Briefing	11.6					
7/7/17	11am	12.30pm	" "	Ofsted Inspection feedback - Kevin McDaniel	11.6					
11/7/17	2.30pm	4pm	" "	School's Forum	11.6					
18/7/17	6.30pm	8.30pm	" "	Children's O&S	11.6					
24/7/17	12pm	4pm	" "	Children's Services Performance Day - Kevin McDaniel	11.6					
<del>26/7/17</del>	<del>3pm</del>	<del>4pm</del>	<del>Legoland</del>	<del>Youth Achievement Awards Meeting - Alison McDaniel</del>	<del>22</del>					
27/7/17	7.30pm	9.30pm	Town Hall	Cabinet	11.6					
<b>SUB TOTAL</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 or meals provided free of charge during period to which subsistence claim relates					
<b>TOTALS CLAIMED</b>										

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

Date: 27/7/17

For Office Use Only						
Members' Services:	Authorised for Payment:	<span style="background-color: black; color: black;">[REDACTED]</span>		Date:	4/8/17	
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: ..... N. Airey .....

EMPLOYEE NUMBER (as found on payslip)..... [REDACTED] .....

FOR ALLOWANCES FOR THE MONTH OF: July - 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				SUBSISTENCE ALLOWANCE CLAIMED	
					PRIVATE CAR		PUBLIC TRANSPORT (Please attach receipt)			
					Mileage	Engine Size	£	p	£	p
31/7/17	1.30pm	5pm	Town Hall	Children's Services Staff Briefings	11.6					
1/8/17	4.30pm	6pm	" "	Corporate Parentally Forum	11.6					
3/8/17	5pm	6.30pm	" "	Cabinet Briefing	11.6					
8/8/17	3pm	5pm	Old Windsor Day care Centre	Health & Wellbeing Board	7.4					
9/8/17	8am	10am	Town Hall	Budget Steering Group	11.6					
21/8/17	4pm	6pm	" "	Lead Member Briefing	11.6					
21/8/17	6.15pm	7pm	Guildhall	Braywick Member Briefing	5					
24/8/17	7.30pm	9pm	" "	Cabinet	5					
23/8/17	4pm	5pm	Town Hall	Children in care placements meeting - Alison Alexander	11.6					
<b>SUB TOTAL</b>					87					
Less any amount claimed/received from any other Authority/Body or meals provided free of charge during period to which subsistence claim relates					£39.15					
<b>TOTALS CLAIMED</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 or meals provided free of charge during period to which subsistence claim relates

Signature of Member: [REDACTED]

Date: 24/8/17

For Office Use Only					
Members' Services:	Authorised for Payment:	<span style="background-color: black; color: black;">[REDACTED]</span>	Date:	<u>12/9/17</u>	
Payroll:	Input by:	<span style="background-color: black; color: black;">[REDACTED]</span>	Date:		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: N. A. [REDACTED]

EMPLOYEE NUMBER (as found on payslip): [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF: AUG - SEPT - OCT

PERIOD COVERED BY CLAIM DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM (Please indicate officer arranging meeting if not Members' Services)	ALLOWANCES CLAIMED			SUBSISTENCE ALLOWANCE CLAIMED		
					TRAVEL ALLOWANCE CLAIMED	PUBLIC TRANSPORT (Please attach receipt)	PRIVATE CAR			
					Mileage	Engine Size	£	p	£	p
30/8/17	4pm	5.30pm	Guildhall	Pensions Briefing	5					
31/8/17	3pm	5pm	Town Hall	Suicide Prevention Steering Group Meeting	11.6					
4/9/17	3.30pm	5.30pm	"	Lead Member Briefing	11.6					
7/9/17	5pm	7.30pm	"	Cabinet Briefing	11.6					
12/9/17	10am	1pm	Mayden House, Maidenhead	LGA Children & Young Peoples Board Meeting	5		23	50		
14/9/17	11am	2pm	"	LGA Children & YP Board Training Day	5		15	40		
19/9/17	3.15pm	5.15pm	Town Hall	LGA Peer Review Meeting	11.6					
20/9/17	6.30pm	9pm	Town Hall	Children's O+S	11.6					
21/9/17	1.15pm	3.15pm	<del>Town Hall</del>	LGA Peer Review Feedback Session	11.6					
05/10/17	5pm	7.30pm	"	Cabinet Briefing	11.6					
10/10/17	5pm	6.30pm	"	School Improvement Forum	11.6					
11/10/17	9.45am	10.15am	Maidenhead Station	Taxi to train station for NCASC Conference			10	00		
11/10/17	12pm	12.20pm	Burnerswood Station	Taxi from station to hotel for NCASC conf.			12	00		
13/10/17	3pm	4pm	Reform Road	Launch of Resilience Service	12.6					
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.					120.4		60	30		
SUB TOTAL					50.18					
TOTALS CLAIMED										

Less any amount claimed/received from any other Authority/Body or meals provided free of charge during period to which subsistence claim relates

Signature of Member: [REDACTED] Date: 19/10/17

For Office Use Only	
Members' Services: <u>[REDACTED]</u>	Authorised for Payment: <u>[REDACTED]</u>
Payroll: <u>[REDACTED]</u>	Input by: <u>[REDACTED]</u>
Date: <u>16/12/17</u>	Batch No: <u>[REDACTED]</u>
Date: <u>[REDACTED]</u>	Checked by: <u>[REDACTED]</u>

# 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: N. Airey

EMPLOYEE NUMBER (as found on payslip) [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF: Oct - Nov

PERIOD COVERED BY CLAIM		PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM (Please indicate officer arranging meeting if not Members' Services)	TRAVEL ALLOWANCE CLAIMED		ALLOWANCES CLAIMED		SUBSISTENCE ALLOWANCE CLAIMED	
				Mileage	Engine Size	PRIVATE CAR	PUBLIC TRANSPORT (Please attach receipts)		
19/10/17	12pm - 2pm	Town Hall	Launch of Men's Matters - <del>5</del> wide prevention working group.	11.6				£	p
23/10/17	4pm - 5.30pm	"	Lead Member Briefing	11.6					
25/10/17	7pm - 9pm	"	Electoral Review Working Group	11.6					
26/10/17	7.30pm - 9pm	Guildhall	Cabinet	5					
24/10/17	3.15pm - 4.15pm	Town Hall	Lead Member meeting - representation on Partnership Boards	11.6					
30/10/17	8am - 10am	"	BSG	11.6					
2/11/17	5pm - 7.15pm	"	Cabinet Briefing	11.6					
7/11/17	5pm - 6.30pm	"	HWSB	11.6					
8/11/17	2pm - 4pm	"	LSCB	11.6					
13/11/17	2.30pm - 4.30pm	"	Lead Member Briefing (Conservation)	11.6					
15/11/17	3pm - 4pm	"	Press briefing for Children's Services Papers	11.6					
16/11/17	9.30am - 11.30am	"	SEND Steering Group Meeting	11.6					
23/11/17	6.30pm - 8.50pm	Holyport College	Cabinet	8.6					
24/11/17	9.15am - 3pm	Town Hall	Takeover Day	11.6					
<b>SUB TOTAL</b>				152.8					
<b>TOTALS CLAIMED</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 or meals provided free of charge during period to which subsistence claim relates

Signature of Member: [REDACTED]

Date: 24/11/17

For Office Use Only	
Members' Services: <span style="background-color: black; color: black;">[REDACTED]</span>	Authorised for Payment: <span style="background-color: black; color: black;">[REDACTED]</span>
Payroll: <span style="background-color: black; color: black;">[REDACTED]</span>	Input by: <span style="background-color: black; color: black;">[REDACTED]</span>
Date: <u>14/12/17</u>	Batch No: <u>                    </u>
Date: <u>                    </u>	Checked by: <u>                    </u>







ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

INVOICE FOR  
MEMBERS' CHILD CARE & DEPENDENTS' CARERS' SERVICES

**TO BE COMPLETED BY COUNCILLOR**

INVOICE SUBMITTED BY COUNCILLOR (Please Print)..... NATASHA Airey.....

NAME OF CARER..... [REDACTED].....

CATEGORY OF CARE PROVIDED (please tick)

Childcare i.e. for children aged 15 or less	<input checked="" type="checkbox"/>
Care for dependents on social/medical grounds i.e. elderly parents or disabled children/siblings who are dependent upon a Member	<input type="checkbox"/>

APPROVED DUTY THAT CARER SERVICE RELATES TO:- Full Council

DATE OF CARER SERVICE (DD/MM/YY) ..... 20/02/18.....

**PLEASE NOTE, THE ALLOWANCE IS PAYABLE FOR THE LENGTH OF THE QUALIFYING APPROVED DUTY AND CAN INCLUDE TRAVEL TIME UP TO A MAXIMUM OF ONE HOUR PER CLAIM.**

TIME

From	<u>7pm</u>
To	<u>10.45pm</u>
Total hours	<u>3hr 45mins</u> (Maximum 4 hours)

I declare that I have actually and necessarily incurred expenditure on carer services for the purpose of enabling me to perform approved duties as a Member of the Council and that I have actually paid the carer. I declare that the carer is 16 years of age or over and not an immediate member of my family or person residing with me who has provided the care.

Signature of Member..... [REDACTED]..... Date..... 20/2/18.....

**FAILURE TO PROVIDE RECEIPTS MAY RESULT IN NON-PAYMENT OF THE CLAIM.**

RECEIPT ATTACHED (please tick)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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**TO BE COMPLETED BY CARER**

I declare that I have supplied the services detailed above.

Signature of Carer..... [REDACTED]..... Date..... 20/2/18.....

Age of Carer (please tick) 16-17..... 18-20yrs..... ..... 21yrs & over.....

Please return this form to: Democratic Services, Town Hall, St Ives Road, Maidenhead, Berks SL6 1RF

FOR OFFICE USE ONLY					
Members' Services:	Total Amount Claimed £ <u>21.00</u>		Date <u>7/3/18</u>		
	Authorised for payment <span style="background-color: black; color: black;">[REDACTED]</span>				
Payroll:	Input by:	Date:	Batch no.	Checked by:	Date