

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

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

ICT

RECEIVED

22 OCT 2009

CLAIM BY COUNCILLOR: DUNCAN MCBRIDE
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 800365
FOR ALLOWANCES FOR THE MONTH OF: JUNE 09

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)																	
25/6/09				PRINTER INK			✓	69.99	£	p																
<div style="display: flex; justify-content: space-between;"> <div> <p>date <u>21/10/09</u> ID <u>800365</u> amt <u>£ 69.99</u></p> <p>Inv No. <u> </u> Due Date <u>2/11/09</u></p> <p>Text (30 chars incl spaces) <u>CLL MCBRIDE - ICT</u></p> <table border="1"> <tr> <th>Acc code</th> <th>TC</th> <th>TS</th> <th>CostC</th> <th>Cat</th> <th>Cat</th> <th>Cat</th> <th>Net £</th> </tr> <tr> <td>J26EZ</td> <td></td> <td></td> <td>MT30</td> <td></td> <td></td> <td></td> <td>69.99</td> </tr> </table> <p>Special Instructions <u>ALL SHEETS MUST BE SCANNED</u></p> <p>Contact name <u>J. S. HARFORD</u> Ext No. <u>6319</u></p> </div> <div> <p>SUB TOTAL</p> <p>69.99</p> <p>TOTALS CLAIMED</p> <p>69.99</p> </div> </div>											Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £	J26EZ			MT30				69.99
Acc code	TC	TS	CostC	Cat	Cat	Cat	Net £																			
J26EZ			MT30				69.99																			

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: [Signature]

Date 21/10/09

For Office Use Only					
Democratic Services:	Authorised for Payment:	Date: <u>26/10/09</u>			
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

ICT ALLOWANCES FOR THE MONTH OF:

PLEASE COMPLETE ONE LINE FOR EACH ITEM CLAIMED FOR AND SIGN BELOW AFTER READING THE DECLARATION.

I declare that I have actually and necessarily incurred expenditure on ICT equipment for the purposes of enabling me to perform approved duties as a Member of the Council and that I have actually made the payments shown

Date.....

For Office Use Only		Date:	
Democratic Services:	Authorised for Payment:	Date: 31/03/10	
Payroll:	Input by:	Date:	Batch No:
		Checked by:	Date: