

# 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: MOIR

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

FOR ALLOWANCES FOR THE MONTH OF: JULY 09

PERIOD COVERED BY CLAIM			REASON(S) FOR CLAIM		TYPE OF TRANSPORT CLAIMED		
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipt must be attached)	
6/7	530		M'head	OVHans + Scrutiny P&E ✓		12 <sup>£</sup> p	
8/7			Guildhall	Windsor DC ✓		3	
28/7			Guildhall	Council ✓		3	
29/7	6.00		M'head	Planning Training ✓		12	
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.					SUB TOTAL	40	
Less any amount claimed/received from any other Authority/Body.							
					TOTALS CLAIMED	40	

[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: [Redacted]

Date: 25 AUG 09

Authorised for Payment: <u>[Redacted]</u>	Date: <u>22/09/09</u>
Input by: <u>[Redacted]</u>	Date: <u>[Redacted]</u>
Batch No: <u>[Redacted]</u>	Checked by: <u>[Redacted]</u>
	Date: <u>[Redacted]</u>

Authorised for Payment: [REDACTED]		Date: 22 09 09	
Input by:	Date:	Batch No:	Checked by: Date:

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: MOIR

FOR ALLOWANCES FOR THE MONTH OF: SEPT 09

**PLEASE COMPLETE ONE LINE FOR EACH MEETING,  
CONFERENCE ETC YOU HAVE ATTENDED AND SIGN  
BELOW AFTER READING THE DECLARATION OVERLEAF.**

**TOTALS CLAIMED**

**VAT RECEIPT ATTACHED**

YES/NO\*

\*Please delete as appropriate

Date.....

Authorised for Payment: [Redacted]		Date: 21/10/09	
Input by:	Date:	Batch No:	Checked by:
			Date:

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: NY 517

FOR ALLOWANCES FOR THE MONTH OF: Oct 09

For Office Use Only					
Democratic Services:	Authorised for Payment:	Date: 07/12/09			
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR: Muir

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

FOR ALLOWANCES FOR THE MONTH OF: NOV 09

[illegible]

**Less any amount claimed/received from any other Authority/Body.**

**SUB TOTAL**

**TOTALS CLAIMED**

**VAT RECEIPT ATTACHED**

YES/NO\*

**\*Please delete as appropriate**

Date: 30/11/09

Signature of Member 

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date: 07/12/09	
Payroll:	Input by:	Date:	Batch No:

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

FOR ALLOWANCES FOR THE MONTH OF: DEC 09

**PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.**

**SUB TOTAL**

**TOTALS CLAIMED**

**AT RECEIPT ATTACHED**

~~YES~~ / NO\*

\*Please delete as appropriate

Date.....

For Office Use Only		Date: _____
Democratic Services:	Authorised for Payment: _____	Date: 04/03/10

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

FOR ALLOWANCES FOR THE MONTH OF: Jan 10

**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

Date 4/2/10

Signature of Member: \_\_\_\_\_

For Office Use Only		Date: 04/03/10
Democratic Services:	Authorised for Payment:	Date: 04/03/10

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

30 MAR 2010

FOR ALLOWANCES FOR THE MONTH OF: Feb 10

**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.

**SUB TOTAL**

**TOTALS CLAIMED**

**[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

Date 29/3/0

Signature of Member

**For Office Use Only**

## Democratic Services:

Authorized for Payment: \_\_\_\_\_

Date:

31	03	16
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**CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH**

CLAIM BY COUNCILLOR: MOIR  
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) .....  
FOR ALLOWANCES FOR THE MONTH OF: MAR 10

**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.

**SUB TOTAL**

**TOTALS CLAIMED**

**[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 appro

Signature of Member

Date 2-13-10

For Office Use Only

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

FOR ALLOWANCES FOR THE MONTH OF: April + May

**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.]**

**YES / NO\***

\*Please delete as appropriate

Date. 17/5/10

Signature of Member:

For Office Use Only		Date: 1/1/2018
Democratic Services:	Authorised for Payment:	Date: 1/1/2018