

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: L Yong

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 1121

FOR ALLOWANCES FOR THE MONTH OF: April

PERIOD COVERED BY CLAIM			REASONS FOR CLAIM		TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (Please indicate office or transfer meeting if not Democratic Services)	PRIVATE CAR	PUBLIC TRANSPORT (Receipt must be attached)
3rd Mar	7.30		Town Hall	Adult. overview & Scrutiny		25⁵
8th Mar	8.30		Town Hall	Sustainable Community Training		25
18 Mar	7.00		Guildhall	W.Dar. Control Panel		15
21 April	7.30		Town hall	Council		25
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	65
					TOTALS CLAIMED	65

[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: 25th April 09

Authorised for Payment:		Date: <u>30/04/09</u>	
Input by:	Date:	Batch No:	Checked by:

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: LYONS
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)
FOR ALLOWANCES FOR THE MONTH OF Apr/May

PERIOD COVERED BY CLAIM		REASON FOR CLAIM		TRANSPORT ALLOWANCE CLAIMED		
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (P1 to indicate officer attending meeting if not Democratic Services)	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
29th April	7:00		Town Hall	Maidenhead Control Panel (S)	25 ^f	p
1st May			Sustainability	25	
14th May	7:30		Town Hall	Council	25	
21st June	8:15		T Hall	Adult Community Health Overview	25	
SUB TOTAL					100	
TOTALS CLAIMED					100	

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

NO*
*Please delete as appropriate

Signature of Member:

Date:

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

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: CLERK MRS YONG
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

[illegible]

SUB TOTAL

TOTALS CLAIMED

VAT RECEIPT ATTACHED

YES / ~~NO~~

*Please delete as appropriate

Signature of Member:.....

Date Rec'd 03/08/09

For Office Use Only					
Democratic Services:	Authorised for Payment: [REDACTED]		Date: 03/08/09.		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

RECEIVED

CLAIM BY COUNCILLOR:

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF:

PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN

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


VAT RECEIPT ATTACHED

YES / ~~NO~~

***Please delete as appropriate**

Signature of Member:...

Date _____

For Office Use Only							
Democratic Services:		Authorised for Payment: 		Date: 05/10/09			
Payroll:		Input by:	Date:	Batch No:	Checked by:		Date:

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: L YONG

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 1

FOR ALLOWANCES FOR THE MONTH OF: Nov/Dec

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
28th Oct	7:00		G Hall	W Control Panel		✓ 1S		
7th Nov	7:30		T Hall	Sustainability		✓ 2S		
9th Nov	7:30		T Hall	Adult Ser Overseas Scot		✓ 2S		
8th Dec	7:30		G Hall	Council		✓ 1S		
SUB TOTAL						✓ 80		
TOTALS CLAIMED						✓ 80		

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: 18th Dec 09

Signature of Member: [Signature]

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	<u>14/12/09</u>
Payroll:	Input by:	Date:	<u>1</u>
Batch No:		Checked by:	Date:

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

FOR ALLOWANCES FOR THE MONTH OF: Feb

Signature of Member:.....

For Office Use Only				
Democratic Services:	Authorised for Payment:	Date: 16/03/10.		
Payroll:	Input by:	Date:	Batch No:	Checked by:

005041W10

30 MAR 2010

MEMBERS' MILEAGE CLAIM FORM**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st
OF EACH MONTHCLAIM BY COUNCILLOR: L Yong

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

FOR ALLOWANCES FOR THE MONTH OF: March

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
17 Mar	7:00		G Hall	Planning.		✓ 15		
21 Mar	7:30		T Hall	O and S. Adult Services.		✓ 25		
22 Mar	5:30		T Hall	O and S Crime Disorder		✓ 25		
23 Mar	7:30		T Hall	Sustainability		✓ 25		
SUB TOTAL						✓ 90		
TOTALS CLAIMED						✓ 90		

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: 26th March 10Signature of Member: L Yong

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

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: LYONG

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

FOR ALLOWANCES FOR THE MONTH OF: April/May 2010

[illegible]

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**

Signature of Member:.....

Date.. 14th May 2010

For Office Use Only				
Democratic Services:	Authorised for Payment:	Date:	20	05/10
Payroll:	Input by:	Date:	Batch No:	Checked by: