

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:Catherine Bursnall.....

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

FOR ALLOWANCES FOR THE MONTH OF: ... April 09.....

DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (Please indicate office arranging meeting if not Democratic Services)	TRAVEL ALLOWANCE CLAIMED	
					PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
31/03/09			Town hall	Citizenship Ceremony		22 £ p
3/04/09			Town hall	Weekly Meeting	✓	22
3/04/09			Town hall	Duke of Edinburgh Awards (pick up)	✓	44
21/04/09			Town hall	Council	✓	22
22/04/09			Thames Hospice	Royal Visit	✓	5
23/04/09			Beaumont Estate	Open Hotel	✓	8
25/05/09			Royal Agricultural College	Lambing event	✓	26
28/04/09			Norden Farm	Drama Festival	✓	23
30/04/09			Less Church Stubbings	Installation of Vicar	✓	25
08/05/09			Weekly Meeting	Town hall	✓	22
10/05/09			Smiths Lawn	Lions Horse Tour	✓	19
12/05/09			Town hall	Mayor-elect meeting	✓	22
SUB TOTAL					✓	260
Less any amount claimed/received from any other Authority/Body.					✓	238
TOTALS CLAIMED						260
						238

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

[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.....17/5/09.....

Authorised for Payment:		Date: 21/05/09	
Input by:	Date:	Batch No:	Checked by:
			Date:

Approved by A. Singleton.

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Catherine Bursnall.....

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

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

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)	
18/05/09			Townhall	Rehearsal mayors ceremony		22	£	p
19/05/09			Townhall	Full council		22		
21/05/09			Townhall	Weekly mayors meeting		22		
31/05/09			St Marys Church	Mayors Civic Service		22		
18/06/09			Claire Court School	Summer Show		22		
22/06/09			Townhall	Raising the Flag		22		
23/06/09			Townhall	Full council		22		
25/06/09			Townhall	Weekly Meeting		22		
27/06/09			Elizabeth House	Official Opening		21		
9/07/09			Townhall	Weekly Meeting		22		
12/07/09			Norden Farm	Gala Concert		20		
14/07/09			Norden Farm	Film Festival		20		
SUB TOTAL						259		

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.

TOTALS CLAIMED 259

[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: 30/07/09

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date:	30/07/09	
Payroll:	Input by:		Date:		
			Batch No:	Checked by:	Date:

Andrew Scott

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Catherine Bursnall.....

FOR ALLOWANCES FOR THE MONTH OF: September '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	PUBLIC TRANSPORT (Receipts must be attached)		
						Mileage			
15/07/09			Maidenhead Town Bowls Club	Maidenhead town vs Mayors team bowls match	✓	23	£	p	
20/07/09			Wessex primary school	School leavers evening	✓	19			
23/07/09			Townhall	Mayoral weekly meeting	✓	22			
28/07/09			Maidenhead library Shifford Crescent	New container library	✓	19			
30/07/09			Townhall	Weekly meeting	✓	22			
3/09/09			Townhall	Weekly meeting	✓	22			
5/09/09			Ockwell Park, Maidenhead	RSPCA Dog Show	✓	19			
5/09/09			Furze Platt senior school	Centenary guides celebration	✓	22			
5/09/09			Townhall	70 th Anniversary ATC	✓	22			
10/09/09			Townhall	Weekly meeting	✓	22			
17/09/09			Townhall	Weekly meeting	✓	22			
						SUB TOTAL	234		

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.

TOTALS CLAIMED / 234

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...8/10/09.....

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: Catherine Bursnall.....
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: October '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	PUBLIC TRANSPORT (Receipts must be attached)	
						Mileage	£	p
8/10/09			Townhall	Weekly meeting		✓ 22		
15/10/09			Townhall	Weekly meeting		✓ 22		
18/10/09			Norden Farm, Maidenhead	Concert		✓ 23		
22/10/09			Townhall	Weekly meeting		✓ 22		
29/10/09			Townhall	Weekly meeting		✓ 22		
31/10/09			Townhall	Cards for good causes		✓ 22		
3/11/09			St Marys Church	Remembrance rehearsal		✓ 22		
5/11/09			Townhall	Weekly meeting		✓ 22		
8/11/09			Townhall	Remembrance service		✓ 22		
12/11/09			Townhall	Maidenhead operatic society		✓ 22		
12/11/09			Townhall	Weekly meeting		✓ 22		
13/11/09			Windsor Racecourse	Art fair		✓ 5		
SUB TOTAL						✓ 248		
TOTALS CLAIMED						✓ 248		

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.

Mayoral checked by A.S.

[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... 14/11/09.....

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: Catherine Bursnall.....
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: November '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)	
							£	p
15/11/09			Sunninghill High St	Sunninghill Victorian fayre	✓	16		
17/11/09			Townhall	Interfaith dinner	✓	22		
19/11/09			Townhall	Weekly meeting	✓	22		
23/11/09			Sunningdale village hall	AGM	✓	16		
26/11/09			United reformed church hall, maidenhead	Citizens advice bureau AGM	✓	23		
SUB TOTAL						✓ 99		
TOTALS CLAIMED						✓ 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.

VAT RECEIPT ATTACHED

YES / NO*

*Please delete as appropriate

[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.]

Signature of Member:

.....Date...27/11/09.....

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: Catherine Bursnall.....
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: March '10.....

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
21/01/10			4 Marlow Road	Citizens advice bureau meeting	✓	19		
7/02/10			Broomhall Lane	Scout Group Anniversary	✓	15		
28/01/10			Townhall	Weekly meeting	✓	17		
11/02/10			Townhall	Weekly meeting	✓	17		
18/02/10			Townhall	Weekly meeting	✓	17		
23/02/10			Townhall	Council Meeting	✓	17		
25/02/10			Townhall	Weekly meeting	✓	17		
4/03/10			Townhall	Weekly meeting	✓	17		
5/03/10			United Reformed Church <i>M Head</i>	Women's World Prayer Day	✓	17		
SUB TOTAL						✓ 153		
TOTALS CLAIMED						✓ 153		

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VAT RECEIPT ATTACHED

YES/NO*

*Please delete as appropriate

Signature of Member:

Date...05/03/10.....