

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIM BY COUNCILLOR: MICHAEL-JOHN SAUNDERS

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

FOR ALLOWANCES FOR THE MONTH OF: MAR APR 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 indicate officer arranging meeting if not Democratic Services)		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
31.3.09	7.30	11.00	TOWN HALL	CORPORATE SERVICES OPS PANEL	✓	10	£ p
21.4.09	7.30	9.30	TOWN HALL	COUNCIL	✓	10	
28.4.09	7.00	9.00	TOWN HALL	AUDIT & PERFORMANCE PANEL	✓	10	
SUB TOTAL					✓	30	
TOTALS CLAIMED					✓	30	

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: 28.4.09

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	<u>30/04/09</u>
Payroll:	Input by:	Date:	
Batch No:		Checked by:	Date:

EMBERS' MILEAGE CLAIM FOR

ROYAL BOROUGH OF WINDSOR OF MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CLAIM BY COUNCILLOR: MICHAEL-JOHN SAUNDERS

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

FOR ALLOWANCES FOR THE MONTH OF MAY JUN 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 indicate officer arranging meeting if not Democratic Services)	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
						£	p
19 MAY 09	19.30	21.00	TOWN HALL	COUNCIL ✓	10		
9 JUNE 09	19.30	22.15	TOWN HALL	CORPORATE SERVICES O&S PANEL ✓	10		
23 JUNE 09	19.30	21.30	TOWN HALL	COUNCIL ✓	10		
30 JUNE 09	19.00	21.30	TOWN HALL	AUDIT & PERFORMANCE PANEL ✓	10		
SUB TOTAL					✓ 40		
TOTALS CLAIMED					✓ 40		

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: [REDACTED]

Date: 30 JUN 09

For Office Use Only			
Democratic Services:	Authorised for Payment: <u>[REDACTED]</u>	Date: <u>01/07/09</u>	
Payroll:	Input by: <u>[REDACTED]</u>	Date: <u>[REDACTED]</u>	Batch No: <u>[REDACTED]</u>
		Checked by: <u>[REDACTED]</u>	Date: <u>[REDACTED]</u>

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: MICHAEL-JOHN SAUNDGLES

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

FOR ALLOWANCES FOR THE MONTH OF: JUL AUG SEP 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)	
28 JULY	19.30	21.30	GUILDHALL	COUNCIL	✓	24	£	p
11 AUG	19.30	22.30	TOWNHALL	CORPORATE SERVICES O+SPANG	✓	10		
17 SEP	13.00	15.00	TOWNHALL	PANG PROP MTGS WITH OFFICERS	A KEMP/A ELKINGTON	✓	10	
17 SEP	19.00	21.00	TOWNHALL	AUDIT + PGRF PANG	✓	10		
22 SEP	19.30	22.00	TOWNHALL	COUNCIL	✓	10		
30 SEP	19.30	22.00	TOWNHALL	CORPORATE SERVICES O+SPANG	✓	10		
28 SEP	19.00	21.00	TOWNHALL	AUDIT + PGRF PANG	✓	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

✓ 84

TOTALS CLAIMED

✓ 84

[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: 30 Sep 09

For Office Use Only				
Democratic Services:	Authorised for Payment:	Date:	22/10/09	
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: MICHAEL-JOHN SAUNDERS

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

FOR ALLOWANCES FOR THE MONTH OF: DEC 09 JAN FEB MAR 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	PUBLIC TRANSPORT (Receipts must be attached)	
						Mileage	£	p
25.11.09	8.30	10.00	TH	Employment Panel	✓	10		
2.12.09	18.30	20.00	TH	Audit Panel Prep Mtn called by the Chairman + Hd of Audit	✓	10		
10.12.09	19.30	22.30	TH	Corporate Services O/S Panel	✓	10		
1.2.10	19.30	22.30	TH	Corporate Services O/S Panel	✓	10		
4.2.10	18.00	18.30	TH	Standards Committee	✓	10		
18.2.10	19.00	21.30	TH	Audit & Performance Panel	✓	10		
23.2.10	19.30	22.30	TH	Council	✓	10		
9.3.10	18.30	19.30	TH	Audit Panel Prep Mtg called by Director of Resources/D. of Finance	✓	10		
18.3.10	19.30	21.30	TH	Children's Services O/S Panel as invited by chair to speak	✓	10		
25.3.10	19.00	20.00	TH	Gabriel as invited by Chair to speak	✓	10		
7.4.10	19.30	22.30	TH	Corporate Services O/S Panel	✓	10		
20.4.10	20.00	22.00	TH	Council	✓	10		
SUB TOTAL						120		
TOTALS CLAIMED						120		

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.

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VAT RECEIPT ATTACHED

YES / NO
Please delete as appropriate

Signature of Member:.....

Date: 20 Apr 10

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	27/04/10
Payroll:	Input by:	Date:	
	Batch No:	Checked by:	Date: