

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: JESSE GREY
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: JAN 09

PERIOD COVERED BY CLAIM			PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY <small>(Please indicate officer arranging meeting)</small>	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM	TIME TO			PRIVATE CAR	PUBLIC TRANSIT
8/1	10:00 ^{AM}	12:00	GUILDHALL WINDSOR	LICENSING SUB PANEL ✓	3 £	P
13/1	6:00pm	8:30pm	TOWN HALL	LICENSING PANEL ✓	21	
14/1	7:00pm	9:00pm	TOWN HALL	CRIMINAL JUSTICE PANEL ✓	21	
21/1	6:00pm	10:00pm	GUILDHALL WINDSOR	WINDSOR D.C. PANEL ✓	3	
26/1	10:00 AM	12:00	TOWN HALL	LICENSING SUB PANEL ✓	21	
9/1	9:00 AM	10:30 AM	WINDSOR	SITE VISIT (HILL TOP SCHOOL) ✓	5	
SUB TOTAL					74	
TOTALS CLAIMED					74	

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: 31-1-09

Authorised for Payment:	Date: <u>03/02/09</u>
Input by:	Batch No:
Date:	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: JESSE GREY
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: FEB '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 if not)	PRIVATE CAR	PUBLIC TRANSPORT
3/2	10.00 AM	12.00	TOWN HALL	LICENSING SUB PANEL ✓	21	£ P
9/2	9.30 AM	10.30 AM	THE LINES WINDSOR	PLANNING SITE VISIT ✓	5	
12/2	10.00 AM	12.00	GUILDHALL WINDSOR	LICENSING SUB PANEL - Working Gp ✓	3	
16/2	7.00 pm	9.00 pm	TOWN HALL	MAIDENHEAD TOWN FORUM (TALK ON ALCOHOL FREE ZONE) ✓	attendance 21	SJ
17/2	10.00 AM	12.00	GUILDHALL WINDSOR	LICENSING SUB PANEL ✓	3	
18/2	10.00 AM	12.00	GUILDHALL WINDSOR	LICENSING APPEALS PANEL ✓	3	
18/2	6.00 pm	10.00 pm	GUILDHALL WINDSOR	WINDSOR DC. PANEL ✓	3	
24/2	10.00 AM	1.00 pm	WINDSOR YORK HOUSE	APPEALS PANEL ✓	3	
24/2	7.30 pm	11.00 pm	TOWN HALL	COUNCIL MEETING ✓	21	
27/2	11.00 AM	12.30 pm	WINDSOR YORK STREET HOUSE	LICENSING SUB-PANEL (STEVE J. JOHNSON) ✓ working Gp. 3555	21	SJ
SUB TOTAL					104	
TOTALS CLAIMED					104	

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

Signature of Member:.....

Date: 28-2-09

Authorised for Payment:		Date: <u>11/03/09</u>	
Input by:	Date:	Batch No:	Checked by:
			Date:

