

MEMBERS' MILEAGE CLAIM FORM

RECEIVED

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

18 MAR 2009

CLAIM BY COUNCILLOR: **MICHAEL-JOHN SAUNDGLO**
 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: **JAN FEB 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 indicate officer arranging meeting if not Democratic Services)		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached) £	p
5 FEB 09	7.30	9.30	TOWN HALL	CORPORATE SERVICES O/S PANGL	✓	10	10	
17 FEB 09	7.00	10.00	TOWN HALL	A.P.S. + PGF REVIEW PANGL	✓	10	10	
24 FEB 09	7.30	11.00	TOWN HALL	COUNCIL	✓	10	10	
24 FEB 09			TOWN HALL	COUNCIL				
24 FEB 09	7.30		TOWN HALL	COUNCIL				
						SUB TOTAL	30	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.

TOTALS CLAIMED

30

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first journey of a member 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: **15 MAR 09**.....

For Office Use Only			
Democratic Services	Authorised for Payment: <input checked="" type="checkbox"/>	Date:	24/03/09
Payroll	Input by: _____	Date: _____	Batch No: _____
Checked by: _____		Date: _____	

M MBERS' 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: OCT NOV + DEC 08

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 <small>(Please indicate officer arranging meeting if not Democratic Services)</small>	PRIVATE CAR		PUBLIC TRANSPORT <small>(Receipts must be attached)</small>		
					Mileage		£	P	
6 NOV 08	8.00	9.30	TOWN HALL	EMPLOYMENT PANEL	✓	10			
6 NOV 08	17.30	18.30	TOWN HALL	STANDARDS COMMITTEE	✓	10			
25 NOV 08	19.30	21.30	TOWN HALL	CORPORATE SERVICES O&S PANEL	✓	10			
8 DEC 08	19.00	21.30	TOWN HALL	AUDIT + P&RF REVIEW PANEL	✓	10			
11 DEC 08	19.30	21.00	WINDSOR GUILDHALL	COUNCIL	✓	24			
23 DEC 08	9.00	10.30	TOWN HALL	EMPLOYMENT PANEL	✓	10			
					SUB TOTAL	✓	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.

TOTALS CLAIMED 74 miles @ ~~42p~~ 29.66

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first journey 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: 9/2/09

For Office Use Only					
Democratic Services:	Authorised for Payment:	Date:	<u>09/02/09</u>		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

MEMBERS' 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)
 FOR ALLOWANCES FOR THE MONTH OF: AUG + SEP 08

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
5.8.08	7.30	10.00	TOWN HALL	CORPORATE SERVICES O+S PANEL ✓		10		
19.8.08	7.00	9.00	TOWN HALL	COMMON INTEREST CO'S MTG *		10		
27.8.08	7.00	9.30	TOWN HALL	AUDIT & PERFORM PANEL ✓		10		
23.9.08	7.30	9.30	TOWN HALL	COUNCIL MEETING ✓		10		
24.9.08	6.30	11.00	TOWN HALL	CORPORATE SERVICES O+S PANEL ✓		10		
				* Mtg called by leader & Head of Finance.				

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

40.00 NIL NIL

[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 SEP 08

For Office Use Only							
Democratic Services:	Authorised for Payment:	Date: 21/11/08					
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: MAY/JUN/JUL 08

PERIOD COVERED BY CLAIM				REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)	TRAVEL ALLOWANCE CLAIMED			
DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED		PRIVATE CAR MILEAGE	PUBLIC TRANSPORT (Receipts must be attached)		
					£	p		
20.5.08	19.30	21.30	TOWN HALL	COUNCIL MEETING	✓ 10	10		
3.6.08	19.30	21.30	TOWN HALL	CORPORATE SERVICES O/S PANEL	✓ 10	10		
5.6.08	17.30	19.00	TOWN HALL	STANDARDS COMMITTEE	✓ 10	10		
10.6.08	19.30	21.00	TOWN HALL	AUDIT + PERFORMANCE PANEL	✓ 10	10		
24.6.08	19.30	21.30	TOWN HALL	COUNCIL MEETING	✓ 10	10		
29.7.08	19.30	21.30	COUNCIL WINDSOR	COUNCIL MEETING	✓ 24	24		
SUB TOTAL					✓ 74	74 miles		
					TOTALS CLAIMED	74	NIL	NIL

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: 29 Jul 08

For Office Use Only					
Democratic Services		Authorised for Payment:		Date: <u>31/07/08</u>	
Payroll	Input by:	Date:	Batch No:	Checked by:	Date:

MEMBERS' MILEAGE CLAIM FORM

RECEIVED

23 APR 2008

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 08

PERIOD COVERED BY CLAIM			PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM... DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Services)	TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM	TIME TO			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
					£	p	
25.3.08	19.30	21.15	TOWNHALL	CORPORATE SERVICES O&S PANEL ✓	10		
14.4.08	19.00	21.00	TOWNHALL	AUDIT & PERFORMANCE PANEL ✓	10		
22.4.08	19.30	22.00	TOWNHALL	COUNCIL MEETING ✓	10		
SUB TOTAL					30 miles		
Less any amount claimed/received from any other Authority/Body.					NIL		
TOTALS CLAIMED					30	NIL	NIL

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 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: 22 APR 08

Signature of Member:.....

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	23 04 08
Payroll:	Input by:	Date:	✓
		Batch No:	Checked by:
			Date: