

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: Tom Bursnall.....

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

FOR ALLOWANCES FOR THE MONTH OF: OCT 08 - MARCH 09.....

DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY (Please indicate official arranging meeting if not Democ/BS/SES/Res)	TRAVEL ALLOWANCE CLAIMED	
					PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipt must be attached)
8/10/08	6pm	7pm	Clewer Community Centre	Planning Meeting re: Parking Issues at The Convent, Hatch Lane arranged by Graham Stallwood (Planning) 6042		35 £ P
14/10/08	5pm	6pm	Town Hall	Parking Strategy Meeting, Ben Smith/David Scott		19
3/12/08	4.30pm	5.30pm	Town Hall	Windsor Town Centre Development (Confidential) I Sainsbury (David Oram) 6016		19
22/12/08	5.30pm	6.30pm	Town Hall	Parking Strategy (david oram) 6016		19
14/1/09	6.30pm	8pm	Kimber Close, Windsor	Outside Body, Clewer Community Centre Qtrly meeting		6
24/2/09	7.30pm	11pm	Town Hall	Full Council		19
25/2/09	5.30pm	6.30pm	Town Hall	Meeting re: Peascod Street Strategy (Stephen Smith, Paul Roach) 2965 / 3921		19
17/3/09	12pm	1.30pm	Centrica HQ	Town Centre Partnership Meeting (Paul Roach)		4.5
SUB TOTAL						108
TOTALS CLAIMED						29.5

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.....21/3/09.....

Authorised for Payment:	Date: 26/03/09
Input by:	Batch No:
Date:	Checked by:
	Date:

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: Tom Burshall

COUNCILLOR (EMPLOYER) NUMBER (as found on payroll).....

FOR ALLOWANCES FOR THE MONTH OF: NOV - FEB 2008

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
19/11/07	evening		Maidenhead Townhall	Corp overview and scrutiny committee	✓ 25	14	£	p
28/1/08	evening		"	"	25	14		
26/2/08	evening		"	Full council	✓ 25	14		
SUB TOTAL					75	28		
TOTALS CLAIMED					28			

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: 27/3/08

For Office Use Only						
Democratic Services:	Authorised for Payment: <u>C</u>	Date:	<u>31/03/08</u>			
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:	