

ROYAL BOROUGH OF WINDSOR OF MADDENHEAD

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: CLL. DAVID BURBAGE

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

FOR ALLOWANCES FOR THE MONTH OF: NOVEMBER 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		PUBLIC TRANSPORT (Receipts must be attached)
					Mileage		
					£	p	
11/11/08							
11/11/08				TRAVEL - TRAIN: RTN TICKET & READING (DINNER MEETING WITH THE CEO OF THE FIRST GROUP WITH IAN TEASHOLM)		4	80 ✓
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		4 80 ✓
					TOTALS CLAIMED		4 80 ✓

[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: 13/11/08

For Office Use Only						
Democratic Services:	Authorised for Payment:	Date: <u>14/11/08</u>				
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:	

