M. MBERS' 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: KATHY NEWBAIN

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

FOR ALLOWANCES FOR THE MONTH OF: SEPT/OCT 2008

PERIOD COVERED BY CLAIM: DATE	TIME FROM	TIME TO	PLACE WHERE DUTIES WERE PERFORMED	REASON FOR CLAIM: DESCRIPTION OF DUTIES (Please attach supporting receipts, if any)	[redacted]	TRAVEL ALLOWANCE CLAIMED £	p
29/9/08	6pm	7pm.	FIRE AUTHORITY HEADQUARTERS	AUDIT COMMITTEE	[redacted]	30	
8/10/08	6pm.	10.30pm	FIRE AUTHORITY	SHAW ROAD, NEWBURY	[redacted]	60	
14/10/08	7pm.	8.30pm	GUILDHALL	WINDSOR TOWN FORUM	[redacted]	17	
24/10/08	9.30	12noon	FIRE AUTHORITY HEADQUARTERS	FIRE AUTHORITY GRIEVANCE COMMITTEE	[redacted]	30	
					[redacted]		
					[redacted]		
					[redacted]		
					[redacted]		
					[redacted]		
					[redacted]		
					[redacted]		
					[redacted]		
				SUB TOTAL	[redacted]	137	
				Less any amount claimed/received from any other Authority/Body.	[redacted]		
				TOTALS CLAIMED	[redacted]	137	

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 claimed, and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

VAT RECEIPT ATTACHED YES / [redacted]*

*Please delete as appropriate

Signature of Member:.... ..... Date.....10/11/08.....

[redacted]

Authorised for Payment:		Date: 14/11/08.		
Input by:	Date:	Batch No:	Checked by:	Date: