

ROYAL BOROUGH OF WINDSOR OF M/ DENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CL BY COUNCILLOR: L YON E
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payroll)
 FOR ALLOWANCES FOR THE MONTH OF: April 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	
					Mileage	(Receipts must be attached)	
16 April	7.00		Burgley Suite	Windsor Control Panel	✓ 24	£	p
SUB TOTAL					✓ 24		
TOTALS CLAIMED					✓ 24		

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 date as appropriate
 Date: 23rd April

Signature of Member:.....

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	<u>25/05/08</u>
Payroll:	Input by:	Date:	
		Batch No:	Checked by:
			Date:

ROYAL BOROUGH OF WINDSOR OF MIDDLESEX AND RICHMOND

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 5TH OF EACH MONTH AND MADE UP TO THE END OF THE PREVIOUS MONTH

CL BY COUNCILLOR: L YONG

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

FOR ALLOWANCES FOR THE MONTH OF: July 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 (Please indicate officer arranging meeting if not Democratic Services)	PRIVATE CAR		PUBLIC TRANSPORT (Receipts must be attached)		
					Mileage		E	P	
9th July 08	7:00		Guild Hall	Windsor devel Control Panel	✓	15			
16th July	7:30		Town Hall	Lowk East Overview Scrutiny	✓	25			
17th July	7:30		Town Hall	Sustainability	✓	25			
21st July	7:30		Town Hall	Adult Services	✓	25			
23 July	7:30		Town Hall	M. Devel. Control Panel	✓	25			
					SUB TOTAL	✓	115		
					TOTALS CLAIMED	✓	115		

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.
Date: 30th July 08

Signature of Member:.....

For Office Use Only					
Democratic Services:	Authorized for Payment:	Date:	<u>06/08/08</u>		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

