

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

RECEIVED
23 APR 2008

CLAIM BY COUNCILLOR: J B PENFOLD
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payroll).....
 FOR ALLOWANCES FOR THE MONTH OF: March/April '08

| PERIOD COVERED BY CLAIM | | | REASONS 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 Mileage | PUBLIC TRANSPORT <small>(Receipts must be attached)</small> | | |
| | | | | | | | £ | p | |
| 4 March 08 | 7.30pm | 9.30pm | Townhall | Adult Services (sub) | ✓ | 14 | | | |
| 8 April 08 | 6.30pm | 7.45pm | Townhall | Members' training - Emergency Planning | ✓ | 14 | | | |
| 22 April 08 | 7.30pm | 10.00pm | Townhall | Council Meeting | ✓ | 14 | | | |
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| PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF. | | | | | SUB TOTAL | ✓ | 42 | | |
| | | | | | <small>Less any amount claimed/received from any other Authority/Body.</small> | | | | |
| | | | | | TOTALS CLAIMED | ✓ | 42 | | |

[N.B. Please ensure that you have attached (s) 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~~ NO*
*Please delete as appropriate

Signature of Member: Date:

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