

MEMBERS' MILEAGE CLAIM FORM

KINGSTON BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: Sue Owen

CLAIMS MUST BE FOR TRAVEL TO DEMOCRATIC SERVICES BY THE 15TH OF EACH MONTH

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 <small>(Please indicate officer arranging meeting if no Democratic Services)</small>	PRIVATE CAR <small>Mileage</small>	PUBLIC TRANSPORT <small>(Receipts must be attached)</small>	
						£	P
8/4/08	6.00	8.30	RBFA community safety forum	Reading <i>DO NOT</i>	✓ 50		
16/4/08	6.30	9.00	Windsor Planning Pooocks Lane		✓ 5		
22/4/08	7.30	10.30	Council - Maidenhead Town Hall		✓ 12		
29/4/08	7.30		Adult SV O/VIEW Town Hall		✓ 12		

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 79

TOTALS CLAIMED 79

VAT RECEIPT ATTACHED YES/NO* YES
*Please delete if appropriate

Signature of Member:

Date: 29/4/08

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date:	<u>30/04/08</u>	
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

EMBERS' MILEAGE CLAIM FOR

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: Sue Evans
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....
 FOR ALLOWANCES FOR THE MONTH OF: MAY 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 Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
						E	P
16.5.08	13.30	15.00	RESOURCE CENTRE AUNTARD WINDSOR	COUNCILS P'ship ^{ED} Thompson (Chair)	5		
20.5.08	19.30	20.00	TOWN HALL MAIDENHEAD	MAYOR MAKING (AGM COUNCIL)	12		
27.5.08	19.30	21.30	TOWN HALL MAIDENHEAD	ADULTS IV OVERVIEW + SCRUTINY	12		
SUB TOTAL					29		
TOTALS CLAIMED					29		

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: 27/5/08

Signature of Member:.....

For Office Use Only					
Democratic Services:	Authorised for Payment:	Date:	02/06/08		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

EMBERS' MILEAGE CLAIM FOR.

ROUGH OF WINDSOR OF MAIDENHEAD

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

CLAIM BY COUNCILLOR: MRS SUE EVANS.

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

FOR ALLOWANCES FOR THE MONTH OF June/July 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 <small>(Please indicate officer arranging meeting if not Democratic Services)</small>	PRIVATE CAR Mileage		PUBLIC TRANSPORT <small>(Receipt must be attached)</small>	
							£	p
25/6/08	5.30	8.30	BRACKNELL COUNCIL OFFICES	FIRE AUTHORITY ✓	23			
1/7/08	7.30	9.00	TOWN HALL MAIDENHEAD	ADULT SERVICES O/S ✓	12			
8/7/08	6.30	8.00	" "	TRAINING RISK MANAGEMENT ✓	12			
16/7/08	2.30	4.00	SPENCER RENTAL Centre - Windsor	OLDER PERSON P'sHIP ✓	7			
18/7/08	1.00	3.00	LIAMSDOWN MAIDENHEAD	CARERS P'sHIP ✓	12			
29/7/08	7.30	9.00	COUNCIL HALL WINDSOR	COUNCIL MEETING ✓	8			
SUB TOTAL					74			
TOTALS CLAIMED					74			

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

Signature of Member:.....

Date: 18/8/08

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date:	<u>22/08/08</u>
Payroll:	Input by:	Date:	
		Batch No:	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: MRS SUE EVANS
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: September 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 <small>(Please indicate officer arranging meeting if not Democratic Services)</small>	PUBLIC TRANSPORT <small>(Receipts must be attached)</small>				
					PRIVATE CAR <small>Mileage</small>	E	P		
18/9/08	6.00	6.30	Royal Berks Fire Authority	COMMUNITY SAFETY FORUM MEETING WAS NOT QUORUM SO					
19/9/09				THHEREFORE COULD NOT TAKE PLACE.					
19/9/09	1.00	3.00	CARRERS PISHIP ALYD RD WINDSOR	RBWM - ADULT SERVICES	✓ 50				
23/9/09	7.30	9.30	TOWN HALL	COUNCIL MEETING	✓ 12				
30/9/09	7.30	8.50	BRACKNELL COUNCIL OFFICES	EAST BERKS O/S MEETING	✓ 23				
					SUB TOTAL	✓ 90			
					TOTALS CLAIMED	✓ 90			

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/NQ*
*Please delete as appropriate
Date: 30/9/08

Signature of Member:

For Office Use Only					
Democratic Services:	Authorized for Payment:	Date:	<u>01/10/08</u>		
Payroll:	Input by:	Date:	Batch No:	Checked by:	Date:

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: SUE EVANS

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

FOR ALLOWANCES FOR THE MONTH OF: NOV/DEC

DATE	TIME FROM	TIME TO	PLACES VISITED OR PERIOD OF TRAVEL	DESCRIPTION OF APPROVED DUTY <small>(Please indicate officer or angle in meeting if not Democratic Services)</small>	TRAVEL ALLOWANCE CLAIMED		
					PRIVATE CAR <small>(Mileage)</small>	PUBLIC TRANSPORT <small>(Receipts must be attached)</small>	
4/11/08	7.30	9.30	TOWN HALL	ADULT SIV OVERVIEW SCR ✓		12 £ P	
10/12/08	6.00	10.00	SLOUGH TOWN HALL	FIRE AUTHORITY ✓		7	
11/12/08	7.30	10.15	GUILDHALL WINDSOR	COUNCIL ✓		8	
16/12/08	7.30		TOWN HALL	ADULT SIV OVERVIEW + SCR ✓		12	
					SUB TOTAL ✓		39
					TOTALS CLAIMED ✓		39

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: 16/12/08

Signature of Member:.....

Authorised for Payment:		Date: <u>19/12/08</u>
Input by:	Date:	Batch No:
		Checked by:
Date:		

MEMBERS' MILEAGE CLAIM FORM

LOCAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH

CLAIM BY COUNCILLOR: MRS SUE EVANS

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

FOR ALLOWANCES FOR THE MONTH OF: FEB/MARCH 09

PERIOD COVERED		DATE CLAIMED	PLEASE WRITE IN FULL	DESCRIPTION OF APPROVED DUTY	FOR MILEAGE	PUBLIC TRANSPORT
FROM	TO				£	P
11/2/09	6.00	21.00	PSYACKNELL COUNCIL OFFICES	R B F S ✓	23	P
23/2/09	10.00	12.00	LEGOLAND	PLANNING PRESENTATION SITE VISIT ✓	10	
26/2/09	7.30	23.00	TOWN HALL	FULL COUNCIL MEETING ✓	12	
3/3/09	7.30	22.00	TOWN HALL	ADULT SERVICES O/S ✓	12	
11/3/09	2.30	17.00	SPENCER PENNYCEN	= OLDER PERSONS P'SHIP ✓	7	
24/3/09	7.30	22.40	TOWN HALL	COST BOOKS Joint Health O/S ✓	12	
SUB TOTAL					76	
TOTALS CLAIMED					76	

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: 25/3/09

Signature of Member.....

Authorized for Payment:	Date: <u>26/03/09</u>
Input by:	Date:
Date:	Batch No:
Checked by:	Date:

M. ABERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: *Sue Evans*
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)...

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH

FOR ALLOWANCES FOR THE MONTH OF: *JAN 09*

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 on the appropriate meeting if appropriate)	PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)	
<i>17/12/08</i>	<i>7.00</i>	<i>8.30</i>	<i>SLOUGH TOWN HALL</i>	<i>EAST BOROKO O/V + SCRUTINING</i> ✓	<i>7</i>	<i>£</i>	
<i>14/1/09</i>	<i>2.30</i>	<i>4.00</i>	<i>SPENCER DENNY CENTRE - WINDSOR</i>	<i>Older Persons P'ship Board</i> ✓	<i>7</i>	<i>P</i>	
<i>26/1/09</i>	<i>2.00</i>	<i>4.00</i>	<i>WMVA RESOURCE CENTRE</i>	<i>WMVA</i> ✓	<i>5</i>		
<i>29/1/09</i>	<i>7.30</i>	<i>10.00</i>	<i>TOWN HALL MAIDENHEAD</i>	<i>ADULT SERVICES O/V + SCRUTINING</i> ✓	<i>2</i>		
<i>30/1/09</i>	<i>1.00</i>	<i>3.00</i>	<i>RESOURCE CENTRE WINDSOR</i>	<i>Costa P'ship Board</i> ✓	<i>5</i>		
					SUB TOTAL	<i>36</i>	
						TOTALS CLAIMED	<i>36</i>

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: *2/2/09*

Authorised for Payment:	Date: <i>02/02/09</i>
Input by:	Date: <i>1</i>
Batch No:	Checked by:
	Date: