

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD


CLAIM BY COUNCILLOR: CATHERINE BURNSALL

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

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

FOR ALLOWANCES FOR THE MONTH OF: MAY \* 2008

*\* Additional claim to cover underpayment made on claim form dated D.S. 09/06/08*

				£	p
REIMBURSEMENT FOR UNDERPAYMENT <sup>ON</sup> PREVIOUS CLAIMS MADE IN MAY 2008				79	
Approved by: 					
ANDREW SCOTT Democratic & Civic Services					
SUB TOTAL				79	
TOTALS CLAIMED				79	

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: *office*

Date: 21/07/08

Authorised for Payment:	Date: <u>21/07/08</u>
Input by:	Date: <u>1</u>
Batch No:	Checked by:
	Date:

**M. MBERS' MILEAGE CLAIM FORM**

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

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

RECEIVED  
- 3 JUN 2008

CLAIM BY COUNCILLOR: CAT HIGGINS BURNELL  
COUNCILLOR (EMPLOYEE) NUMBER (as found on payroll).....  
FOR ALLOWANCES FOR THE MONTH OF: JUNE

7/6		Old Windsor	Old Windsor Carnival (pick up + drop off)	17 <sup>£</sup>	P
8/6		Townhall	Maidenhead Carnival + Kidwell PK	23	
9/6		Guildhall	Press briefing	3	
10/6		Dorney Lake	Macmillan Summer Soiree	17	
13/6		Townhall	Mayoral weekly meeting	22	
20/6		Townhall	Mayoral weekly meeting	22	
21/6		Dorney Lake	Madow Regatta	17	
22/6		Magnat Leisure Centre	SMILE Jazz evening (pick up + drop off)	44	
24/6		Broomfield Park	Open 'Teen Scene'	18	
24/6		Townhall	Full Council	22	
26/6		Headley Court	Presentation + Tour of facilities	58	
26/6		Chires CT School	Production of 'Wicked of Oz'	25	
SUB TOTAL				288	
TOTALS CLAIMED				(see over)	

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: 30/6/08

Authorised for Payment:	Date: <u>15/07/08</u>
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

RECEIVED

- 3 JUN 2008

CLAIM BY COUNCILLOR: CATHY SCINE BURNELL

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

FOR ALLOWANCES FOR THE MONTH OF: JUNE

PERIOD COVERED BY CLAIM			REASONS 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
27/6			Townhall	Mayor's weekly meeting	✓ 22			
27/6			Hidekood Thicket club	Bowls match: Mayor's team	✓ 28			
<b>SUB TOTAL</b>					✓ 50			
<b>TOTALS CLAIMED</b>					✓ 338 (incl pg 1)			

Less any amount claimed/received from any other Authority/Body.

**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 / NO\*  
 \*Please delete as appropriate  
 Date: 30/6/08

Signature of Member: .....

For Office Use Only			
Democratic Services:	Authorised for Payment: <u>                    </u>	Date: <u>15/07/08</u>	
Payroll:	Input by: <u>                    </u>	Date: <u>                    </u>	Batch No: <u>                    </u> Checked by: <u>                    </u> Date: <u>                    </u>

**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: CATHERINE BURNHAM

COUNCILLOR (EMPLOYEE) 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		£	P
2/17			17 Greenway Ave + Burleigh Rd	Site visit	✓	23		
4/17			Townhall	Weekly mayoral meeting	✓	22		
10/17			Henley on Thames	Housing Solar driver	✓	26		
12/17			Raywick Sp Ctr	WARRIOR Race	✓	23		
18/17			Townhall	Citizenship Ceremony	✓	22		A. Singleton
22/17			Gowns nursery slot	Impenal rd	✓	3		
22/17			Townhall	mayoral weekly meeting	✓	22		
25/17			Townhall	mayoral weekly meeting	✓	22		
1/8			Townhall	mayoral weekly meeting	✓	22		
<b>SUB TOTAL</b>					✓	185		

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.

**TOTALS CLAIMED**

✓ 185

[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

~~NO~~ NO\*  
\*Please delete as appropriate

Signature of Member.....

Date: 1/8/08

For Office Use Only					
Democratic Services:	Authorised for Payment:	Date:	01/08/08		
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: Catherine Burnall  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) .....

FOR ALLOWANCES FOR THE MONTH OF: September

DATE	LEAVE FROM	DATE TO	PLACE VISITED FOR	REASON FOR TRAVEL	PRIVATE CAR	PUBLICATIONS	
3/10			Townhall	weekly meeting (pick up)	✓	44 <sup>£</sup> p	
10/10			Licensed Victuallers School	President Day	✓	16	
17/10			High Wycombe	Relate AGM - environment Centre	✓	46	
18/10			Holiday Inn Maidenhead	Women's Council for Britain	✓	21	
18/10			"	Maidenhead Golf Dinner	✓	21	
23/10			Elton College	operatic society	✓	4	
24/10			Townhall	weekly meeting	✓	22	
26/10			Morden Farm	Jazz Concert (pick up)	✓	40	
31/10			Townhall	weekly meeting	✓	22	
SUB TOTAL						236	
TOTALS CLAIMED						236	

MILEAGE 5.

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: 7/11/08

Authorised for Payment:	Date: <u>3/11/08</u>
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: CATHY SEWNE... KESWALL

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

FOR ALLOWANCES FOR THE MONTH OF: September.....

DATE	TIME FROM	TIME TO	PERSONS MILEAGE CLAIMED FOR	DESCRIPTION OF JOURNEY (Please include address, name of event, etc.)	✓	PREMIER	STANDARD	PUBLIC TRANSPORT
31/08			Ston Swan rescue Centre	Swanlife open day	✓		5 £	P
2/09			Kidwell Pk	Jam festival	✓		25	
5/09			Townhall	weekly meeting	✓		22	
10/09			Burnets Rd, Sunningdale	Planning Jtc visit	✓		6	
12/09			Winter Allotments	Fayre day	✓		2	
18/09			Townhall	Battle of Britain Rehearsal (Pick-up)	✓		44	
19/09			"	weekly meeting	✓		22	
21/09			Townhall	Battle of Britain	✓		22	
21/09			Great Park	windsor 1/2 marathon	✓		3	
23/09			Townhall	Council meeting	✓		22	
25/09			Maidenhead Station	Station opening	✓		26	
26/09			Alme Rd	fairtrade show	✓		1	
<b>SUB TOTAL</b>						✓	200	
<b>TOTALS CLAIMED</b>							200	

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: 7/11/08.....

Authorised for Payment:		Date: <u>3/11/08</u>	
Input by:	Date:	Batch No:	Checked by:
			Date:

MS

# 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: CATHSCINE BURNALL  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 2

FOR ALLOWANCES FOR THE MONTH OF: NOVEMBER

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 at Council or Democratic Services)</small>	PERMITTED MILEAGE	PUBLICITY EXPENSE
4/11/08			Cotham Hotel East Berks College	Annual Awards	8 ✓	E P
7/11/08			Town Hall	Mayors meeting	22 ✓	
15/11/08			Holyport Memorial	Craft Show	13 ✓	
21/11/08			Town Hall (pick-up)	Mayors meeting	44 ✓	
5/12/08			Althwood School	Raffle Draw	24 ✓	
8/12/08			Holiday Inn, Maidenhead	children's party	24 ✓	
9/12/08			Townhall	Citizenship Ceremony	22 ✓	
14/12/08			Norden Farm	Carol Concert	24 ✓	
18/12/08			Townhall	Mayors meeting	22 ✓	
18/12/08			Charters School	Annual Awards	19 ✓	
<b>SUB TOTAL</b>						217
<b>TOTALS CLAIMED</b>						217

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 (n) 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 circle as appropriate

Signature of Member: .....

Date: 18/12/08

Authorised for Payment: <u>c</u>	Date: <u>19/12/08</u>
Input by: _____	Date: <u>1</u>
Batch No: _____	Checked by: _____
	Date: _____



# M.L.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: .....Catherine Bursnall.....

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

FOR ALLOWANCES FOR THE MONTH OF: .....Dec 08 - Feb 09.....

DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY (Please indicate officer arranging meeting if not Democratic Sec. (less))	TRAVEL ALLOWANCE CLAIMED	
					PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
22/12/08			Town Hall	Mayors Parlour Drinks	22 ✓	£ P
8/01/09			Town Hall	Weekly meeting	22 ✓	
16/01/09			Town Hall	Weekly meeting	22 ✓	
23/01/09			Town Hall	Weekly meeting	22 ✓	
30/01/09			Town Hall	Weekly meeting	22 ✓	
3/02/09			Town Hall	Citizenship Ceremony	22 ✓	
6/02/09			Town Hall	Weekly meeting	22 ✓	
9/02/09			Mill Lane, Windsor	Planning Site Meeting	3 ✓	
11/02/09			Claire Ct School, Maidenhead	Mayoral Event	24 ✓	
13/02/09			Town Hall	Weekly Meeting	22 ✓	
17/02/09			St Georges Lane	Planning Site Visit	16 ✓	
20/02/09			Town Hall	Weekly meeting	22 ✓	
<b>SUB TOTAL</b>						241
<b>TOTALS CLAIMED</b>						241

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

NO

\*Please delete as appropriate

Signature of Member.....

Date.....23/3/09.....

Authorised for Payment:		Date: 27/03/09	
Input by:	Date:	Batch No:	Checked by:
			Date:

Mayoral verified by A. Suptaker.

