

**MLIBERS' 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: Lenton.....  
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: Sept/Oct 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)	
17/12/08	10:00		Maidenhead	Pension Investment Working Group		10	£ p
17/12/08	7:30		Guildhall	Windsor DC		10	
18/12/08	10:00		Guildhall	Pension Investment Working Group		10	
19/12/08	10:00		Maidenhead	Interview Pension Fund Managers		20	
11/1/09}			Down Hall Hatfield	Pension Trustees Circle}		2	124
12/1/09}			Heath CM 22 7AS	}		10	
13/1/09	10:00		Guildhall	Pension Investment Working Group		10	
19/1/089			Maidenhead	Pension Panel		20	
<del>20/1/089</del>	10:00		<del>Maidenhead</del>	<del>Interview Pension Fund Managers</del>		<del>20</del>	
21/1/089	10:00		Maidenhead	Pension Investment Working Group		20	
<del>21/1/089</del>	7:30		<del>Guildhall</del>	<del>Windsor DC</del>		<del>10</del>	
22/1/089	9:30		Sheet St	Aviation Forum		10	
<b>SUB TOTAL</b>						264	214
<b>TOTALS CLAIMED</b>						214	

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...11.12.09.....

For Office Use Only					
Authorised for Payment:		Date:			
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: Lenton.....

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

FOR ALLOWANCES FOR THE MONTH OF: Sept/Oct 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)
2/9/08			Maidenhead	Adult Services O & S ✓		20 £ P
3/9/08			Guildhall	Windsor DC ✓		10
4/9/08			Maidenhead	Audit & Performance Sub ✓		20
9/9/08			Sheet St	Aviation Forum ✓		10
15/9/08			Maidenhead	O & S Training ✓		20
23/9/08			Maidenhead	Council ✓		20
24/9/08			Maidenhead	Corporate Services O & S ✓		20
29/9/08			Maidenhead	Children's Services O & S ✓		20
7/10/08			Sheet St	Aviation Forum ✓		10
7/10/08			Maidenhead	Community Services Training ✓		20
20/10/08			Maidenhead	Pension Panel ✓		20
15/10/08			T Hall Reading	Pension Fund AGM ✓		50
<b>SUB TOTAL</b>						240
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.						
<b>TOTALS CLAIMED</b>						240

[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: 11/12/09

For Office Use Only					
Demographic Services	Authorised for Payment: <	Date:	12/02/09		
Finance	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 1<sup>st</sup> OF EACH MONTH

CLAIM BY COUNCILLOR: Lenton.....  
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

FOR ALLOWANCES FOR THE MONTH OF: Sept/Oct 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)	
						£	p
4/11/08			Sheet St	Aviation Forum ✓		10	
4/11/08			Maidenhead	Adult Services O & S ✓		20	
18/11/08			Maidenhead	Pension Panel ✓		20	
24/11/08			Maidenhead	Childrens' Services O & S ✓		20	
25/11/08			Maidenhead	Corporate Services O & S ✓		20	
2/12/08			Maidenhead	Pension Investment Working Group ✓		20	
11/12/08			Guildhall	Council ✓		20	
<del>15/12/08</del>			<del>Maidenhead</del>	<del>Air Track Presentation</del> ✗		<del>20</del>	
<del>16/12/08</del>	10:00		<del>Maidenhead</del>	<del>Interview Pension Fund Managers</del> ✓		<del>20</del>	
16/12/08	19:30		Maidenhead	Adult Services O & S ✓		20	
<b>SUB TOTAL</b>						150	
<b>TOTALS CLAIMED</b>						150	

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: 11/12/08

For Office Use Only					
Democratic Services	Authorised for Payment:		Date:		
Page 01	Input by:	Date:	Batch No:	Checked by:	Date:

K.W.  
A.B./AS.

# 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: Lenton.....

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

FOR ALLOWANCES FOR THE MONTH OF Jan/Feb 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 <small>(Please indicate offices arranging meeting if not Democratic Services)</small>	PRIVATE CAR <small>Miles</small>	PUBLIC TRANSPORT <small>(Receipts must be attached)</small>	
28/1/09	7:30		Maidenhead	Childrens' Services O & S		£ p	
29/1/09	7:00		Maidenhead	Adult Services O & S		20	
3/2/09	10:00		Maidenhead	Pension Investment Working Group		20	
4/2/09	4:30		Maidenhead	Pension Panel		20	
5/2/09	7:30		Maidenhead	Corporate Services O & S		20	
					<b>SUB TOTAL</b>	100	
					<b>TOTALS CLAIMED</b>	100	

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.

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VAT RECEIPT ATTACHED

YES/NO\*  
\*Please delete as appropriate

Signature of Member:.....

Date: 11/2/09

For Office Use Only						
<b>Democratic Services</b>	Authorised for Payment: <input checked="" type="checkbox"/>	Date: 12/02/09				
<b>Payroll</b>	Input by: _____	Date: _____	Batch No: _____	Checked by: _____	Date: _____	