

**MEMBERS' MILEAGE CLAIM FORM**

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th OF EACH MONTH

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

FOR ALLOWANCES FOR THE MONTH OF: FEB - APRIL '18

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
28/2/18	7pm - 8pm	Guildhall	Windsor Urban DMP		5	p
7/3/18	7pm - 8.10pm	"	Windsor Rural DMP		5	
8/3/18	10am - 11.30am	Town Hall	Commonwealth Video filming	Louisa Dean	11.6	
15/3/18	4.30pm - 6pm	"	Planning Enforcement Meeting	Victoria Goldberg/ Ashley Smith	11.6	
27/3/18	6.30pm - 8pm	"	Constitution Briefing		11.6	
28/3/18	6.30pm - 9pm	Guildhall	Windsor Urban DCP		5	
4/4/18	7pm - 7.30pm	"	Windsor Rural DMP (deputy lead member role)		5	
14/4/18	6pm - 6.45pm	Town Hall	Planning Performance Meeting	Russell O'Keefe	11.6	
24/4/18	7.30pm - 11pm	Town Hall	Full Council		11.6	
				<b>SUB TOTAL</b>	78	
				<b>TOTALS CLAIMED</b>	£ 35.10	

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: 24/4/18

For Office Use Only	
Democratic Services:	Authorised for Payment: [Signature]
Payroll:	Input by: [Signature]
Date:	Date: <u>27/6/18</u>
	Batch No:
	Checked by:
	Date:

# MEMBERS' MILEAGE CLAIM FORM

## ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th OF EACH MONTH

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

FOR ALLOWANCES FOR THE MONTH OF: APRIL - MAY

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO	DESCRIPTION OF APPROVED DUTY	PLACE WHERE DUTY WAS PERFORMED		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
25/4/18	7pm - 8.20pm	Windsor Urban DMP	Guildhall		5	p
20/5/18	6.30pm - 7pm	<del>Windsor</del> Windsor	"	Windsor	5	
2/5/18	5pm - 6pm	Planning Performance Meeting	Town Hall	Jen Jackson	11.6	
21/5/18	6pm - 7pm	GDFP Member Briefing	"		11.6	
22/5/18	7.30pm - 8.30pm	Full Council	"		11.6	
24/5/16	7.30pm - 9.10pm	Cabinet	"		11.6	
23/5/16	7pm - 7.35pm	Windsor Urban DMP	Guildhall		5	
				<b>SUB TOTAL</b>	61.4	
				<b>TOTALS CLAIMED</b>	527.63	

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: 24/5/18

Signature of Member:

For Office Use Only	
Democratic Services:	Authorised for Payment:
Payroll: _____	Date: <u>27/6/18</u>
Input by: _____	Batch No: _____
Checked by: _____	Date: _____

**MEMBERS' MILEAGE CLAIM FORM**

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th  
OF EACH MONTH

CLAIM BY COUNCILLOR: ..... MICHAEL AIREY .....

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

FOR ALLOWANCES FOR THE MONTH OF: ..... MAY - JUNE - JULY .....

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 STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	
							£	p
30/5/18	7pm	9.45pm	Guildhall	Windsor Rural DMP		5		
20/6/18	7pm		" "	Windsor Urban DMP		5		
26/6/18	7.30pm	10pm	Town Hall	Council		11.6		
17/7/18	6pm	7pm	Guildhall	LEBCE Briefing		5		
18/7/18	7pm	7.30pm	"	Windsor Urban DMP		5		
19/7/18	7.30pm	10.40pm	Town Hall	Full Council		11.6		

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>SUB TOTAL</b>			
<b>TOTALS CLAIMED</b>			

[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: 31/7/18

For Office Use Only			
Democratic Services:	Authorised for Payment: 	Date:	<u>1/8/18</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 25th  
OF EACH MONTH

CLAIM BY COUNCILLOR: M. AIRCY

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

FOR ALLOWANCES FOR THE MONTH OF: AUGUST / SEPT / OCT

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 STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)	
						Mileage	£	p
22/8	7pm	8.15pm	Guildhall	Rural DMP - Windsor		5		
7/9	12pm	1pm	Town Hall	Deputy Head Member Briefing - Performance Management	Hilary Hall	11.6		
11/9	6.30pm	8.30pm	Guildhall	Planning Training		5		
12/9	7pm	8.30pm	Guildhall	Windsor Urban DMP		5		
25/9	7.30pm	11.15pm	Town Hall	Full Council		11.6		
4/10	6.30pm	7.30pm	" "	Cabinet Briefing		11.6		
17/10	7pm	9.15pm	Guildhall	Windsor <del>Urban</del> DMP		5		
18/10	8.30am	9.30am	Town Hall	Lead Member Briefing	Russell O'Keefe	11.6		
18/10	4pm	6pm	Town Hall	Lead Member Briefing	Hilary Hall	11.6		
25/10	2pm	4pm	" "	LMB - Parking Strategy Meeting		11.6		
<b>SUB TOTAL</b>						86		
<b>TOTALS CLAIMED</b>						538.70		

PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN

BELOW AFTER READING THE DECLARATION OVERLEAF.

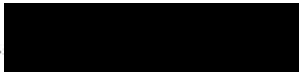
Less any amount claimed/received from any other Authority/Body.

[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: 25/10/18

For Office Use Only			
Democratic Services:	Authorised for Payment:	Date: <u>2/11/18</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 25th OF EACH MONTH

CLAIM BY COUNCILLOR: M. AIREY  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....  
 FOR ALLOWANCES FOR THE MONTH OF: January

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 STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
7/1/19	1:30pm	2:30pm	Town Hall	Lead Member Briefing - Rough Sleeping	David Scott	11.6	£ P
7/1/19	7 pm	8 pm	Guildhall	Windsor Urban DMP		5	
9/1/19	8am	10am	Town Hall	BSG		11.6	
15/1/19	9:30am	10:30am	" "	Housing Lead Member Briefing	Maggie Nelson	11.6	
22/1/19	3pm	5pm	" "	LMB: Waste + flooding		11.6	
<b>SUB TOTAL</b>						51	
<b>TOTALS CLAIMED</b>						£22.95	

PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.

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VAT RECEIPT ATTACHED

YES / NO\*

\*Please delete as appropriate

Signature of Member:.....

Date: 17/10/19

For Office Use Only				
Democratic Services:	Authorised for Payment	Date:	<u>25/1/19</u>	
Payroll:	Input by:	Date:	Batch No:	Checked by: