

## 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: D. Copp, 202  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 183585  
 FOR ALLOWANCES FOR THE MONTH OF: August

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	
14/8/18	1400	1630	WINDSOR GOLF CLUB	MEETING OF FRIENDLY PARK HUB ALLIANCE BOARD	/	26		
23/8/18	1200	1600	CORNWALLY	VISIT BY P4SPG LEADERS	/	24		
<b>SUB TOTAL</b>							50	
<b>TOTALS CLAIMED</b>							50	

**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 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: [Redacted] .....  
 Date: 6/9/18

For Office Use Only	
Democratic Services:	Authorised for Payment: [Redacted]
Payroll:	Input by: [Redacted] Date: / / 18

**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: Coff. J. Jell  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 18358c  
 FOR ALLOWANCES FOR THE MONTH OF: July 2018

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)	
<u>4/7</u>	<u>1400</u>	<u>1600</u>	<u>BRACKLEY</u>	<u>BROCKHURST STRATEGIC</u>	<u>A. H. Jell</u>	<u>14</u>	<u>2</u>	<u>50</u>
<u>9/7</u>	<u>1000</u>	<u>1400</u>	<u>WINDSOR</u>	<u>LGA MEETING</u>	<u>-</u>	<u>-</u>	<u>29</u>	<u>30</u>
<u>12/7</u>	<u>1000</u>	<u>1500</u>	<u>EASTANSLEY PARK</u>	<u>RCCIC MEETING</u>	<u>-</u>	<u>20</u>	<u>-</u>	<u>-</u>
<u>19/7</u>	<u>1400</u>	<u>1600</u>	<u>COLWICK BRIDGE</u>	<u>HSPG MEETING</u>	<u>P. SILCOCK</u>	<u>20</u>	<u>3</u>	<u>00</u>
<u>23/7</u>	<u>1400</u>	<u>1600</u>	<u>OPERAHS</u>	<u>BOARD MEETING</u>	<u>A. ALEXANDER</u>	<u>21</u>	<u>-</u>	<u>-</u>

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

75 | 34 | 80

TOTALS CLAIMED

75 | 34 | 80

[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

VAT RECEIPT ATTACHED

YES / NO\*  
 \*Please delete as appropriate

Signature of [Redacted]

Date: 30/7/18

For Office Use Only					
Democratic Services:	Authorised for Payment		Input by:		Date:
Payroll:	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: D. COPP-R 262  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 12352C  
 FOR ALLOWANCES FOR THE MONTH OF: June 18

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
						Mileage		(Receipts must be attached)
							£	p
6/6/18	1400	1700	High Wycombe Conference Centre	Attend OPERALS Staff awards and present prizes		20		
12/6/18	0900	1200	HILTON Reading	CONFERENCE Project	A. ALEXANDER	32		
15/6/18	0900	1200	Loudon	SESL MEETING			29	30
5/6/18	0900	1200	QUILVERDALE	ATTEND QUILVERDALE BCP weekly	J. JACKSON		19	60.
19/6/18	0900	1500	WINDSOR	ATTENDING COO QUALITY MEETING		25		
						<b>SUB TOTAL</b>		
						77	48	90
						<b>TOTALS CLAIMED</b>		
						77	48	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 and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

Signature of Member:.....



ATTACHED

YES/NO

\*Please delete as appropriate

Date: 4/7/18

For Office Use Only							
Democratic Services:	Authorised for Payment		Date				
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: D-cell. 252  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 13353C

FOR ALLOWANCES FOR THE MONTH OF: March 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)
20/3/18	1400 1600	Colts Best 1624	Meeting with C. Kinsman	—	25	f p
20/3/18	1800 2000	Walsingham Town Hall	Building Committee	Rob Large ✓	27	—
23/3/18	0830 1400	Windsor	SESL Meeting	—	—	29 30
24/3/18	1730 1745	PADWAY ST	Meeting with Democratic LABS	Blackwell DS	—	17 30
27/3/18	1400 1700	SARHAMPTON BR	FRIDAY PARK MEETING	A. Alexander	29	—
28/3/19	1800 1700	Walsingham GC	FRIDAY PARK ALLOWANCE	—	25	—
<b>SUB TOTAL</b>					106	46 60
<b>TOTALS CLAIMED</b>					106	46 60

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.

YES / NO\*  
 \*Please delete as appropriate  
 Date: 28/3/18

VAT RECEIPT ATTACHED

[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.]  
 Signature of Member...

For Office Use Only	Date: 16/5/18	Checked by:	Date:
Democratic Services:			
Payroll:			

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

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

PERIOD COVERED BY CLAIM		PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO					PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)
01/4	1500 1700	WOKINGHAM	CLTARIS BOARD		A. ALEXANDER	18	2
18/4	1000 1200	W. WINDSOR	ALLIANCE HEALTH - WBS BOD		—	25	
24/4	1100 1400	W. WINDSOR	FRONTLINE NITS		A. ALEXANDER	25	
19/4	1530 1700	CORN VALLEY	HSLG LEADERS		P. SILCOCK	41	3 70
13/4	1000 1200	BENKINGHAM	BECKHILL STAFFERS BOARD		H. WOOD	14	2 50
SUB TOTAL						123	8 20
TOTALS CLAIMED						123	8 20

**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 and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

Signature of Member: .....

PT ATTACHED ~~YES / NO~~  
 \*Please delete as appropriate  
 Date: 15/18

For Office Use Only	
Democratic Services:	Authorised for Payment:
Payroll:	Input by:
Date:	Date:
Batch No:	Checked by:
Date:	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: Copp, RGR  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 18352C  
 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	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)		
							£	p	
7/11/18	1400	1630	Reading Town Hall	WASTE 2 M. JONES RETIRE	IAN POTTER	30	6	—	
15/11/18	1400	1600	WINDSOR TOWN HALL	ICS BOARDS	—	26			
12/11/18	1830	2030	WINDSOR TOWN HALL	BUILDING CONTROL BOARD	—	20			
14/11/18	—	—	MAIDENHEAD	ADAMS CONFERENCE	MARTIN FARROW		95	90	
22/11/18	0900	1400	Slough	ATTEND WOU CONFERENCE (PART OF HSDG DUTY)	—	—	4	40	
30/11/18	0730	1500	London	SGS MEETING	—	—	29	30	
<b>SUB TOTAL</b>							76	135	60
<b>TOTALS CLAIMED</b>							76	135	60

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

\* See letter

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first claim 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: 4/12/18

For Office Use Only					
Democratic Services:	Authorised for Payment:		Date:	<u>18/12/18</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 1st OF EACH MONTH

CLAIM BY COUNCILLOR: COPP, J262  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 18358c  
 FOR ALLOWANCES FOR THE MONTH OF: September | October

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	
13/9	1400	1600	Sutton Co. Kingston	HSPG LEADERS	—	65		
25/9	0930	1300	RADNAGE VILLAGE AGL	AFFORDABLE HOUSING SEMINAR	—	44		
9/10	1400	1600	WINDSOR GOLF CLUB	CCG/FAMILY ALLIANCE BOARD	—	25		
11/10	1330	1700	Fitz-Curves Sports	HSPG CONFERENCE	—	16		
<b>SUB TOTAL</b>						150		
<b>TOTALS CLAIMED</b>						150		

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**VAT RECEIPT ATTACHED**

YES / ~~NO~~

\*Please delete as appropriate

Signature of Member: .....

Date: 31/10/18

For Office Use Only:					
Democratic Services:	Authorised for Payment:				
Payroll:	Input by:	Date:	Batch NO:	Checked by:	Date: