

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: Doddy
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)
 FOR ALLOWANCES FOR THE MONTH OF: Feb / Mar. 2019

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)
✓ 12.2.19	pm		London	LGA Housing Env. Eco. Bd ^{Transport}			£ 17 50
✓ 6.3.19	1-30		London	Meet Mr Davis, Conrad Hotel			17 50
✓ 11.3.19	10.00.		London	Heathrow Judicial Review			30 —
6.2.19			London	Western Railway Link at H of Commers.			17 50
ALL COSTS INCURRED ON PROCUREMENT CARD							
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SUB TOTAL							65 00 82 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.

TOTALS CLAIMED

~~65 00~~
82 50

[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.]

RECEIPT ATTACHED

YES / NO*

*Please delete as appropriate

Signature of Member:.....

Date: 26th March 2019

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