

**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: David Evans  
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....  
FOR ALLOWANCES FOR THE MONTH OF: March

| 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  |
| 14/3/18                 | 9.30      | 1pm     | Kingston Town Hall             | Achieving for children       | Hilary Hall   | 20                       |  |    |
| 14/3/18                 | "         | "       | "                              | " car parking                | "   |                          | 3  | 00 |
|                         |           |         |                                |                              |   |                          |  |    |
|                         |           |         |                                |                              |   |                          |  |    |
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|                         |           |         |                                |                              |   |                          |  |    |

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      |  | 20 |  |  |
| TOTALS CLAIMED |  | £9 |  |  |

[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**

Signature of Member:.... [Redacted] .....  
Date: 11/4/18

|                      |                                    |       |               |  |
|----------------------|------------------------------------|-------|---------------|--|
| For Office Use Only  |                                    |       |               |  |
| Democratic Services: | Authorised for Payment: [Redacted] | Date: | <u>2/5/18</u> |  |
| Payroll:             | Input by: [Redacted]               | Date: |               | Batch No: [Redacted] Checked by: [Redacted] Date: [Redacted] |