MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Input by:

Date:

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

Payroll:

CLAIM BY COUNCILLOR: Gilmore	
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)	*

Date:

					FOR ALLOWANCES FOR THE MONTH OF					
	PERIOD COVERED BY CLAIM REASON(S) FOR CLAIM				TRAVEL ALLOV	VANCE (LAIMED			
DA	TE TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFOMED	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)		CAR TRANSPO	
29/01/	2018			Council		7	£	р		
						,		P		
24/04/	2018			Council		7				
22/05/	2018			Council		7				
19/07/2	2018			Council		7				
31/07/	2018			Polling District Panel		7				
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN					35					
)W AFTER RI RLEAF.	EADING TH	IE DECLARATION	Less any amount claimed/received from any other Author	ity/Body.					
	v				TOTALS CLAIMED	£15.75				
[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.				*Please delete as a	ppropriat	e				
				Signature of Member:Gilmore	Date	AUG-2018				
For Office Use Only										
	Democratic Ser	vices:	Authorised for Payment:	Date: 16/10/18						

Batch No:

Checked by: