

# MEMBERS' MILEAGE CLAIM FORM

## ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1<sup>st</sup> OF EACH MONTH

CLAIM BY COUNCILLOR: .....Lynne Jones.....  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....  
 FOR ALLOWANCES FOR THE MONTH OF December 17.....

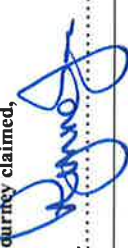
PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY		PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
05/12/17	18.30 20.00	Town Hall	Corporate O&S		19	£ p
11/12/17	08.30 11.30	Town Hall	Meeting with Senior officers	AA/AJ	19	
12/11/17	19.30 21.30	Guildhall	Full Council		5	
<b>SUB TOTAL</b>					43	
<b>TOTALS CLAIMED</b>					43	

**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: 30/4/18

Signature of Member: 

For Office Use Only

Democratic Services:	Authorised for Payment: 	Date: <u>16/5/18</u>
Payroll:	Input by:	Batch No:
		Checked by:

# 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: .....Lynne Jones.....  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) .....  
 FOR ALLOWANCES FOR THE MONTH OF January 18.....

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM			TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM 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)
09/01/18	17.30 18.30	Town Hall	Constitution Working group		19	£ p
10/01/18	17.00 18.30	Town Hall	Briefing	AA	19	
15/01/18	08.30 10.30	Town Hall	Meeting with senior officers	AA/AJ	19	
16/01/18	18.30 20.30	Town Hall	Employment panel		19	
22/01/18	12.00 14.00	Town Hall	Constitution WG		19	
23/01/18	18.30 21.30	Town hall	Corporate Serv		19	
29/01/18	19.30 22.00	Town Hall	Ext Full Council		19	
				<b>SUB TOTAL</b>	133	
				<b>TOTALS CLAIMED</b>	133	

**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: 30/14/18

Signature of Member: *Lynne Jones*

For Office Use Only			
Democratic Services:	Authorised for Payment: <i>[Signature]</i>	Date: 16/5/18	Batch No:
Payroll:	Input by:	Date:	Checked by:



# 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: ..... Lynne Jones.....  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) .....  
 FOR ALLOWANCES FOR THE MONTH OF March 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 Mileage	PUBLIC TRANSPORT (Receipts must be attached)
07/03/18	19.00	21.00	Town Hall	Constitution Working group		19	£ p
12/03/18	08.30	10.30	Town Hall	Meeting with senior officers/	AA/AJ	19	
13/03/18	18.00	20.30	Town Hall	Smoking Cessation wg		19	
15/03/18	18.30	21.00	Town Hall	Childrens serv		19	
20/03/18	17.00	19.00	Town Hall	Constitution WG		19	
26/03/18	18.30	20.00	Guildhall	Member briefing - Constitution Review		5	
28/03/18	19.00	21.00	Town Hall	Electoral Review		19	
					<b>SUB TOTAL</b>	119	
						<b>TOTALS CLAIMED</b>	119

**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.

**VAT RECEIPT ATTACHED**      **YES / NO\***  
 \*Please delete as appropriate

Date: 28/4/18

Signature of Member:

For Office Use Only	
Democratic Services:	Authorised for Payment:
Payroll:	Date: <u>16/5/18</u>
	Batch No: <u>        </u>
	Checked by: <u>        </u>
	Date: <u>        </u>