# 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: HARI SHARMA

*COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)*

FOR ALLOWANCES FOR THE MONTH OF: February 2019

| PERIOD COVERED BY CLAIM | | | | REASON(S) FOR CLAIM | | TRAVEL ALLOWANCE CLAIMED | | |
|---|---|---|---|---|---|---|---|---|
| DATE | 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) £ | p |
| 6.2.2019 | ALL DAY | | QE II CENTRE LONDON | UK BUS SUMMIT | DEMOCRATIC SERVICES | Train pass 1-6 zone | 30 | -00 |
| 12.2.2019 | ALL DAY | | EXCEL LONDON | MOVE MODEL - TECHNOLOGY - SUSTAINABILITY | MYSELF | Train pass | 30 | -00 |
| 13.2.19 | ALL DAY | | EXCEL LONDON | CONFERENCE FOR TWO DAYS | MYSELF | AS ABOVE | 30 | -00 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | SUB TOTAL | | 90 | -00 p |
| | | | | | | | | |
| | | | | | TOTALS CLAIMED | £ | 90 | -00 p |

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

Signature of Member: [redacted]

Date 18.2.2019

| For Office Use Only | | |
|---|---|---|
| Democratic Services: | Authorised for Payment: [redacted] | Date: 7/3/19 |
| Payroll: | | |