

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIM BY COUNCILLOR: M AIRY
COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip).....

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
23/1/19	3pm	3pm	Town Hall	Lead Member Briefing	Andy Jeffs	11.6		
28/1/19	7.30pm	9pm	" "	Full Council		11.6		
31/1/19	7pm	9.30pm	" "	Cabinet		11.6		
26/2/19	7.30pm	12.15am	" "	Council		11.6		
27/2	7pm	8pm	Guildhall	Windsor Urban DMP		5		
28/2	7pm	8.35pm	Town Hall	Cabinet + pre-briefing		11.6		
6/3	6pm	8pm	Guildhall	Windsor Rural DMP		5		
19/3	12pm	1.30pm	Town Hall	CMC	Andy Jeffs	11.6		
SUB TOTAL						80		
TOTALS CLAIMED						£36		

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.

Less any amount claimed/received from any other Authority/Body.

VAT RECEIPT ATTACHED

*Please delete as appropriate

Date. 25/3/19

Signature of Member:.....

For Office Use Only				
Democratic Services:	Authorised for Payment:	Date: 27/3/19		
Payroll:	Input by:	Batch No:	Checked by:	Date:

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: M Airey

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

FOR ALLOWANCES FOR THE MONTH OF: March - April

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
28/3/19	6.15pm	7.30pm	Town Hall	Cabinet		11.6		
4/4/19	3pm	4.30pm	" "	LMB - Environmental Protection	Andy Jeffs	11.6		
10/4/19	4pm	5.45pm	" "	1:1 with Duncan Sharkey		11.6		
28/4	9.30am	10.15am	" "	LMB - Parking	Hilary Hall	11.6		
SUB TOTAL						46		
TOTALS CLAIMED						520.70		

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:.....

Date: 30/4/19

For Office Use Only			
Democratic Services:	Authorised for Payment	Date:	11/6/19
Payroll:	Input by:	Batch No:	Checked by:
			Date: