

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

CLAIM BY COUNCILLOR:

DONNA STIMSON

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th

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

OF EACH MONTH

FOR ALLOWANCES FOR THE MONTH OF:

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	PUBLIC TRANSPORT (Receipts must be attached)
						Mileage	£ p
			London	Modernising + Decarbonising Energy in the UK		---	270 00
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN					SUB TOTAL		
BELOW AFTER READING THE DECLARATION OVERLEAF.					Less any amount claimed/received from any other Authority/Body.		
					TOTALS CLAIMED		

[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\***

Date 4/3/2020 Signature of Member: \_\_\_\_\_

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

I DECLARE THAT

(Delete 1 if no travelling allowance claimed)

1.

I have actually and necessarily incurred expenditure on travelling for the purpose of enabling me to perform approved duties as a Member of the Council and that I have actually paid the fares and made the other payments shown overleaf.

(Delete 2 if no other financial loss being claimed) 2.

I have actually and necessarily incurred additional expense, other than expense on account of travelling, for the purpose enabling me to perform approved duties as a Member of the Council.