

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: Michael Airey
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) Jan - Feb 2016

FOR ALLOWANCES FOR THE MONTH OF: Jan - Feb 2016

PERIOD COVERED BY CLAIM DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY	REASON(S) FOR CLAIM	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED				
							PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)			
6/1/16	7pm	9pm	Guildhall	Windsor Urban DC Panel			✓	5.5	£	P	
2/2/16	7pm	9pm	Town Hall	Adults O&S			✓	10			
3/2/16	7pm	8.20pm	Windsor Race Course	Windsor Urban DC Panel			✓	3.6			
23/2/16	7pm	10.50pm	Town Hall	Full Council			✓	10			
SUB TOTAL											
TOTALS CLAIMED								✓	29.1		

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: 02 - 2016

For Office Use Only	Signature of Member:
Democratic Services: <u>1/3/16</u>	Date: <u>1/3/16</u>
Payroll: _____	Batch No: _____
Input by: _____	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: Michael Airey

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) 1

FOR ALLOWANCES FOR THE MONTH OF: July 2015

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
8/7/15	5.30pm - 7pm	Town Hall	Windsor Urban DCP	✓ 10	£ p
22/7/15	9pm - 10.15pm	Guildhall	" "	✓ 5.5	
28/7/15	7.30pm - 10.15pm	Town Hall	Full Council	✓ 10	
			SUB TOTAL	✓ 25.5	
			TOTALS CLAIMED	✓ 25.5	

YES NO VAT RECEIPT ATTACHED
 Please delete as appropriate
 Date 30/07/15

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.]

Signature of Member:

For Office Use Only	
Democratic Services: <u>31/07/15</u>	Date: <u>31/07/15</u>
Payroll: <u> </u>	Batch No: <u> </u>
Authorized for Payment: <u> </u>	Date: <u> </u>
Input by: <u> </u>	Checked by: <u> </u>

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: MICHAEL AIREY
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: MAY 2015

PERIOD COVERED BY CLAIM DATE	TIME FROM	TIME TO	PLACE WHERE DUTY WAS PERFORMED	REASON(S) FOR CLAIM DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED			
						PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)	£ P	
29/5/15	6.30pm	9pm	Town Hall	D&P Training		✓	10		
26/5/15	7.30	8.30pm	Guildhall	Full Council Meeting		✓	5.5		
27/5/15	7pm	8.30pm	Guildhall	Windsor Urban D&P		✓	5.5		
123/6/15	7.30pm	9pm	Town Hall	Full Council		✓	10		
24/6/15	7pm	8.40pm	Town Hall	Adults O&S Panel		✓	10		
SUB TOTAL								41	
TOTALS CLAIMED								41	

PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.

[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: 28/06/15

For Office Use Only	Authorised for Payment:	Date: <u>16/7/15</u>	Batch No:	Checked by:	Date:
Democratic Services:					
Payroll:					