

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 payroll)

FOR ALLOWANCES FOR THE MONTH OF: February 2016

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)
020216	7pm - 9pm	Town Hall	Adult Services		19	£ p
160216	7pm - 9pm	TH	Audit and Performance		19	
180216	6pm - 9pm	TH	Employment Panel		19	
230216	7pm - 9pm	TH	Full Council		19	
240216	7pm - 9pm	TH	Highways Scrutiny		19	
290216	6pm - 8pm	TH	DAAT	Clairie Goum.	19	
SUB TOTAL					114	
TOTALS CLAIMED					114	

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 fill receipt pre dating the first job and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

YES / NO*

*Please delete as appropriate

Date: 13/16



Signature of Member:

For Office Use Only	
Democratic Services:	Authorised for Payment:
Payroll:	Input by:
Date: 10/3/16	Checked by:
Batch No:	Date:

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 2016

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)
130116	6pm	8pm	Town Hall	DAAT	CLAUDE CORNUM ✓	19	£ P
210116	5.30	6.30	TH	Employment Panel	✓	19	
270116	6.30pm	9pm	TH	Childrens Services	✓	19	
					SUB TOTAL	57	

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.

TOTALS CLAIMED **57**

YES / NO*
 *Please delete as appropriate

Date: 1/3/16

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first job and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

Signature of Member: [Redacted]

For Office Use Only	
Democratic Services:	Authorised for Payment
Payroll:	Input by:
Date: 10/3/16	Checked by:
Batch No:	Date:

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: December 2015.

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	PUBLIC TRANSPORT (Receipts must be attached)
					Mileage	
011215	7pm - 8pm	Town Hall	Policy Committee	✓	19	£ p
101215	7pm - 9pm	TH	Audit & Performance	✓	19	
171215	9am - 10am	TH	Employment Panel	✓	19	
071215	9.15 - 10.15	TH	Employment Panel	✓	19	
151215	6.30pm - 10pm	Magnet Leisure	Full Council	✓	19	
SUB TOTAL					95	

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.

TOTALS CLAIMED 95

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first job 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: 13/16

Signature of Member: [Redacted]

For Office Use Only	
Democratic Services:	Date: 10/3/16
Payroll:	Batch No: [Redacted]
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: Lynne Jones,
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: November 2015

PERIOD COVERED BY CLAIM		PLACE WHERE DUTY WAS PERFORMED		REASON(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES		TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO	TH	TO	DESCRIPTION OF APPROVED DUTY				PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)
								Mileage	£ P
041115	7pm - 8pm	Town Hall		Policy Committee			Meeting cancelled		
171115	5pm - 9pm	TH		Corporate Parenting/Audit & Performance			✓ 19		
191115	5.30pm - 9pm	TH		DAAAT/Adult Services			✓ 19		
241115	6.30pm - 9pm	GH Windsor		Childrens Services			✓ 5		
SUB TOTAL								62	43
TOTALS CLAIMED								62	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 job and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

RECEIPT ATTACHED ✓ YES / NO*
 *Please delete as appropriate
 Date: 13/11/15

Signature of Member:

For Office Use Only	
Demographic Services:	Authorised for Payment: [Redacted]
Payroll:	Input by: [Redacted]
Date: 10/3/16	Checked by: [Redacted]
Batch No:	Date:

MEMBERS' MILEAGE CLAIM FOR

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 1st OF EACH MONTH

CLAIM BY COUNCILLOR: Lynn Jones
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip):

FOR ALLOWANCES FOR THE MONTH OF: October 2015

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)
131015	9.30am	10.30am	TH	Employment Panel	✓	19	P
201015	6.30pm	9pm	TH	Childrens Services	✓	19	
271015	7.30pm	9pm	TH	Corporate Services	<i>minutes do not show in attendance (David Cook)</i>	19	
291015	9.30am	10.30am	TH	Employment Panel	✓	19	
SUB TOTAL					✓	57	
TOTALS CLAIMED					✓	57	

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 full receipt pre dating the first job and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

RECEIPT ATTACHED ✓

YES / NO*

*Please delete as appropriate

Date: 1/3/16

Signature of Member:

For Office Use Only	
Democratic Services:	Authorised for Payment:
Payroll:	Input by:
Date: 10/3/16	Checked by:
Batch No:	Date:

Rec'd 7/3/16

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: September 2015

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	PUBLIC TRANSPORT (Receipts must be attached)
030915	7pm - 9pm	Town Hall	Transformation Briefing	<input checked="" type="checkbox"/>		19
080015	7pm - 9pm	TH	Audit & Performance	<input checked="" type="checkbox"/>		10
100915	7pm - 9pm	TH	Policy Panel	<input checked="" type="checkbox"/>		10
150915	6.30pm - 9pm	TH	Childrens Services	<input checked="" type="checkbox"/>		19
160915	7pm - 9pm	TH	Adult Services	<input checked="" type="checkbox"/>		19
220915	7pm - 9pm	TH	Full Council	<input checked="" type="checkbox"/>		19
230915	4pm - 5pm	TH	IRP Indep. Remuneration Panel	<input checked="" type="checkbox"/>		19
				SUB TOTAL		133
				TOTALS CLAIMED		76

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 fill receipt pre dating the first j and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

RECEIPT ATTACHED YES / NO*
 *Please delete as appropriate

Date: 1/3/16

For Office Use Only	Signature of Member
Democratic Services:	Date: 10/3/16
Payroll:	Batch No:
Authorised for Payment:	Checked by:
Input by:	Date:

DECLARATION BY MEMBER

I DECLARE THAT

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 1 if no travelling allowance 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.~~
(Delete 2 if no other financial loss being claimed)
3. The amounts claimed are strictly in accordance with the rates determined by the Council and by the Local Government (Allowances) and (Allowances to Members) Regulations.
4. Except as shown overleaf I have not made and will not make any claim under any enactment for travelling, or additional expenses in connection with the duties indicated overleaf.
5. The above statements are correct.

Rec'd 17/19

MEMBERS' MILEAGE CLAIM FORM

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS 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: July 2015 → **JUNE 2015**

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			PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)
23/6/15	7	9 MAIDENHEAD	✓	19	p
24/6/15	7.30	9	✓	19	
21/7/15	6.30	8.30	✓	19	
22/7/15	5.00	7.00	✓	19	
23/7/15	7.00	9.00	✓	19	
28/7/15	4.30	9.00	✓	19	
SUB TOTAL				114	
TOTALS CLAIMED				114	

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 job and showing the petrol company's VAT registration number and identify the amount paid for fuel.]

RECEIPT ATTACHED YES / NO*
 *Please delete as appropriate

Signature of Member:

Date:

For Office Use Only	Authorised for Payment	Date: 24/9/15
Democratic Services:	Input by:	Checked by:
Payroll:		Date: