Rec'd 12/8/15

MEMBERS' MILEAGE CLAIM FOR

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th OF EACH MONTH

CLAIM BY COUNCILLOR: Jack Rankin

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) [redacted]

FOR ALLOWANCES FOR THE MONTH OF: July 2015

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
21st July 15	6pm	~8pm	Town Hall	Employment Panel	✓	13·8		

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

SUB TOTAL ✓ 13·8

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

TOTALS CLAIMED ✓ 13·8

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

ATTACHED ~~YES~~ / NO*

*Please delete as appropriate

Signature of Member: [redacted] Date 9/8/15

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 12/8/15		
Payroll:	Input by:		Batch No:	Checked by:	Date: