RTN/TICKET

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: HARI SHARMA

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

FOR ALLOWANCES FOR THE MONTH OF: FEB '16

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
11.2.16	8AM	5PM	QE II HALL LONDON	UK BUS SUMMIT 2016	KAREN SHEPHERD	RTN/TKT	✓27	60

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

SUB TOTAL	✓27	60
Less any amount claimed/received from any other Authority/Body.		
TOTALS CLAIMED	✓27	60

[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:[redacted] Date.....

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 24/02/16		
Payroll:	Input by:		Batch No:	Checked by:	Date: