

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

FOR ALLOWANCES FOR THE MONTH OF: Feb 2016.....

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM			TRAVEL ALLOWANCE CLAIMED		
DATE	TIME TO TIME FROM	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)	
					£	p	
2/2/16		Maidenhead	Adult Services (outward wife driving)	✓	11		
2/2/16		Maidenhead	Adult Services (inward)	✓			
9/2/16		Maidenhead	Pension Fund Meetings (outward & Inward)	✓			44 00
18/2/16		Maidenhead	Interviews (outward wife driving)	✓			
18/2/16		Maidenhead	Interviews (inward)	✓			22
23/2/16		Maidenhead	Council (outward wife driving)	✓			
24/02/16		Maidenhead	IWG (return)	✓			22
SUB TOTAL					33	110	00
TOTALS CLAIMED					33	110	00

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

Signature of Member:.....

Date: 5/3/16.....

✓
Rec'd 11/2
Booked out 1/3

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

FOR ALLOWANCES FOR THE MONTH OF: Jaqn 2016

PERIOD COVERED BY CLAIM DATE	TIME FROM 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)	
21/01/16		Meeting room 1 zone D	Hythe End Matters outward (wife driving)	David Scott ✓	11		p
21/01/16		Meeting room 1 zone D	Hythe End Matters Return Taxi	David Scott ✓		22	00
25/01/2016		Fire Authority	IRMP Meeting (receipt attached)	✓		85	00
28/01/15		Maidenhead	IWG Outward (wife driving)	Greenwood ✓	11		
28/01/15		Maidenhead	IWG Inward (receipt attached)	Greenwood ✓		27	00
SUB TOTAL					22	134	00 ✓
TOTALS CLAIMED					22	134	00 ✓

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

VAT RECEIPT ATTACHED -
Unsigned but accept email as audit trail in place of signature

Signature of Member: _____ Date: _____

For Office Use Only	
Democratic Services:	Authorised for Payment: _____ Date: 8/3/16
Payroll:	Input by: _____ Batch No: _____ Checked by: _____ Date: _____

YES *

*Please delete as appropriate

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

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

FOR ALLOWANCES FOR THE MONTH OF: Dec 2015

PERIOD COVERED BY CLAIM		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		
DATE	TIME FROM					TIME TO	PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
03/12/15		Fire Authority	Audit & Governance outward (receipts attached)		✓	44	00	
03/12/15		Fire Authority	Audit & Governance inward (receipts attached)		✓	50	00	
SUB TOTAL						94	00	

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

YES *
*Please delete as appropriate

VAT RECEIPT ATTACHED

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a fill 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: [REDACTED] Date:

For Office Use Only	
Democratic Services: [REDACTED]	Date: 12/16
Payroll: [REDACTED]	Batch No: [REDACTED]
Authorised for Payment: [REDACTED]	Checked by: [REDACTED]
Input by: [REDACTED]	Date: [REDACTED]