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: PAUL BRIMACOMBE

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

FOR ALLOWANCES FOR THE MONTH OF: March 2016

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
21/3/16			LONDON	RAIL TRAVEL TO ATTEND	DEMOCRATIC SERVICES			
22/3/16			LONDON	PRINCE2 AGILE PRACTITIONER			27	60
23/3/16			LONDON	COURSE WITH ILX			27	60
							27	60
					SUB TOTAL		82	80
					TOTALS CLAIMED		82	80

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 [redacted]

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first journey clai[redacted]T ATTACHED YES / ~~NO~~

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

***Please delete as appropriate**

Signature of Member:.....[redacted]..... Date: 30/3/16

For Office Use Only					
Democratic Services:	Authorised for Payment: [redacted]		Date: 30/3/16		
Payroll:	Input by:		Batch No:	Checked by:	Date: