

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: COPP, N. J. R. J. R.

COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip)

FOR ALLOWANCES FOR THE MONTH OF: FEB / MAR 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)
4/2	0900	1500	WGA Windsor	Windsor (Refugees)	—	✓	27 60
26/2	0900	1400	Windsor	Meeting at St. George	—	✓	27 60
23/3	0900	1630	WGA Windsor	HUBS CHAIRS AND DATE SUIT	—	✓	27 60
<b>SUB TOTAL</b>							✓ 82 80
<b>TOTALS CLAIMED</b>						✓	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 any other Authority/Body.

**YES/NO\*** YES/NO\* VAT RECEIPT ATTACHED

\*Please delete as appropriate

Date... 27/3/16

Signature of Member

For Office Use Only

Demographic Services: \_\_\_\_\_

Payroll: \_\_\_\_\_

Authorised for Payment: \_\_\_\_\_

Input by: \_\_\_\_\_

Batch No: \_\_\_\_\_

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

