

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: L VONG
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF: March

PERIOD COVERED BY CLAIM DATE	TIME FROM	TIME 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)	£ p
23 Feb	7		Town Hall	Council		25		
24 Mar	7	8:30	Town Hall	8 and Secretary Advice		25		
SUB TOTAL						50		
TOTALS CLAIMED						50		

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.

CEIPT ATTACHED **YES / NO***
 *Please delete as appropriate
 Date: 25th March 2016

Signature of Member: [REDACTED]
 Date: 30/3/16
 Batch No: [REDACTED]
 Checked by: [REDACTED]

For Office Use Only
 Democratic Services: [REDACTED] Authorised for Payment: [REDACTED]
 Pavnrl: [REDACTED] Inuit by: [REDACTED]

Rec'd 2/18
 Can't complete as Decen hold

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: **LYONG**
 COUNCILLOR (EMPLOYEE) NUMBER (see format on payroll): [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF: **April/July**

PERIOD COVERED BY CLAIM DATE	TIME FROM	TIME 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)	
29 July	7-		WINDSOR	WRD Control	✓	25		
28 July	7-30		TOWN HALL	COUNCIL	✓	25		
23 July	6:30		ADULT SERVICE	TOWN HALL	✓	25		
20 July	6:30		T.HALL	BALLOON HAY	✓	25		
20 July	6:30		T.HALL	Cycle forum	✓	25		
20 July	7:30		T.HALL	Sustainability	✓	25		
14 July	7:00		Old Windsor Day Centre	WES Control Panel	✓	15		
24 July	7:00		T.HALL	Adult Service Scouting	✓	25		
20 April	7:00		WINDSOR	WRDC Panel	✓	15		
28 April	7:30		T.HALL	Council Secretary	✓	25		
23 April	6:30		Central Windsor Baptist Community	Baptist Community Fellowship (Members Training)	✓	8		
7th July	6:30		WINDSOR STATION	Guidance (Members Training)	✓	15		
SUB TOTAL								
TOTALS CLAIMED						253		

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

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

[N.B. Please ensure that you have attached (a) valid VAT receipt(s) - i.e. a till receipt pre dating the first journey 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

Date: **4th Aug 2015**

Signature of Member: [REDACTED]

For Office Use Only

Democratic Services: [REDACTED] Authorised for Payment: [REDACTED] Date: **05/08/15**

Payroll: [REDACTED] Input by: [REDACTED] Batch No: [REDACTED] Checked by: [REDACTED] Date: [REDACTED]