

**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: Rayona Luxton  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip): [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF: Oct, Nov, Dec of 2016

PERIOD COVERED BY CLAIM		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	
DATE	TIME FROM TO					PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
1.10.15	10.00	Town Hall	Dept Mayor ready meet.	Dept Mayor ready meet.		32	
14.10.15	9.0am-1.00		Meridenhead Banding work.	Meridenhead Banding work.		40	
5.10.15	11.0am	Town Hall	Citizenship Ceremony	Citizenship Ceremony		32	
13.10.15	18.30-8.00	Town Hall	LIC Panel (Sub)	LIC Panel (Sub)	✓	32	
8.10.15	10.00-12.00	Town Hall	Dept Mayor ready meet.	Dept Mayor ready meet.		32	
13.10.15	10.00-12.00	Town Hall	Mayor Labour (Ld. Naming)	Mayor Labour (Ld. Naming)		32	
15.10.15	10.00-12.00	Town Hall	Dept Mayor ready Planning	Dept Mayor ready Planning		32	
18.10.15	12.00-2.00	Guildhall	Windsor (Mayor ready)	Windsor (Mayor ready)		24	
22.10.15	10.00am	Town Hall	Weekly diary Planning meet.	Weekly diary Planning meet.		32	
29.10.15	10.00am	Town Hall	Weekly diary Planning meet.	Weekly diary Planning meet.		32	
1.11.15	6.00-10.00	Town Hall	Hindu Society Binallyjeet	Hindu Society Binallyjeet		32	
2.11.15	2.00-3.00	Switthel	Meeting with Mayor	Meeting with Mayor		24	
<b>SUB TOTAL</b>						<b>32</b>	
<b>TOTALS CLAIMED</b>						<b>32</b>	

VAT RECEIPT ATTACHED  YES / NO\*  
 \*Please delete as appropriate

Date: 18 Feb 16

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.]

Signature of Member

For Office Use Only	
Democratic Services:	Authorised for Payment: [REDACTED]
Payroll:	Input by: [REDACTED]
Date: <u>10/2/16</u>	Checked by: [REDACTED]
Batch No:	Date:

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**  
**CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th**  
**OF EACH MONTH**

CLERK BY COUNCILLOR: *[Signature]* *[Signature]*  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip): *[Redacted]*  
 FOR ALLOWANCES FOR THE MONTH OF: *Oct, Nov, Dec, Jan*

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		TRAVEL ALLOWANCE CLAIMED		
DATE	TIME FROM 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)
<del>5.11.15</del>	<del>10 a.m. 12.00.</del>	<del>Town Hall</del>	<del>Meeting &amp; rehearsal.</del>		<del>32</del>	
<del>6.11.15</del>	<del>12.00. 2.00.</del>	<del>Sunninghill.</del>	<del>Old Comrades Club</del>		<del>6</del>	
<del>9.11.15</del>	<del>21.00. 21.00.</del>	<del>Maidenhead</del>	<del>Norden Farm (Charity Event)</del>		<del>36</del>	
<del>10.11.15</del>	<del>8.00. 10.30.</del>	<del>Windsor</del>	<del>Gardeners hall</del>		<del>26</del>	
<del>11.11.15</del>	<del>14.30. 15.30.</del>	<del>Maidenhead</del>	<del>Boyn Cross Courthouse Rd.</del>		<del>32</del>	
<del>11.11.15</del>	<del>10.00.</del>	<del>Windsor</del>	<del>YAC House</del>		<del>24</del>	
<del>12.11.15</del>	<del>10.00 11.00</del>	<del>Maidenhead.</del>	<del>Weekly Mayor meeting</del>		<del>32</del>	
<del>12.11.15</del>	<del>9.00. 9.00.</del>	<del>Maidenhead.</del>	<del>CAR - Maidenhead</del>		<del>34</del>	
<del>14.11.15</del>	<del>19.30. 20.00.</del>	<del>Maidenhead.</del>	<del>MHMT - Concert</del>		<del>36</del>	
<del>15.11.15</del>	<del>5.30 5.30</del>	<del>Maidenhead.</del>	<del>lic. Training 777</del>		<del>32</del>	
<del>18.11.15</del>	<del>6.00.</del>	<del>Maidenhead.</del>	<del>Lic. Panel.</del>		<del>32</del>	
<del>19.11.15</del>	<del>10.00. 11.00</del>	<del>Maidenhead.</del>	<del>Weekly Mayor Meeting</del>		<del>32</del>	
SUB TOTAL					32	
TOTALS CLAIMED					32	

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

Date: *1 Feb 16*

Signature of Member

For Office Use Only	
Democratic Services:	Authorised for Payment: <i>[Redacted]</i>
Payroll:	Input by: <i>[Redacted]</i>
	Date: <i>10/2/16</i>
	Batch No: <i>[Redacted]</i>
	Checked by: <i>[Redacted]</i>
	Date: <i>[Redacted]</i>

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th OF EACH MONTH

CL BY COUNCILLOR: Raymond Weston  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip) [REDACTED]  
 FOR ALLOWANCES FOR THE MONTH OF: OCT, NOV, Dec, Jan.

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM		PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES		TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO	PLACE WHERE DUTY WAS PERFORMED	DESCRIPTION OF APPROVED DUTY			PRIVATE CAR Mileage	PUBLIC TRANSPORT (Receipts must be attached)
<del>19.11.15</del>	<del>20.00-22.30</del>	<del>Windsor</del>	<del>Guildhall - Theatre</del>			<del>24</del>	<del>£</del>
<del>20.11.15</del>	<del>17.00-19.00</del>	<del>Windsor</del>	<del>Windsor Christmas Fair</del>			<del>28</del>	<del>P</del>
<del>21.11.15</del>	<del>12.00-2.00</del>	<del>Windsor</del>	<del>Dog Show &amp; Craft Fair</del>			<del>28</del>	
<del>21.11.15</del>	<del>7.30-10.00</del>	<del>ETON</del>	<del>Eton College Hall</del>			<del>28</del>	
<del>29.11.15</del>	<del>13.00-16.30</del>	<del>Donney Lake</del>	<del>Alzheimer's. Dementia</del>			<del>38</del>	
<del>3.12.15</del>	<del>10.00-11.00</del>	<del>Town Hall</del>	<del>Weekly Mayor meety</del>			<del>32</del>	
<del>3.12.15</del>	<del>7.00-9.00</del>	<del>Wraybury</del>	<del>Christines WMS</del>			<del>36</del>	
<del>12.12.15</del>	<del>18.50-21.00</del>	<del>Windsor</del>	<del>Brass Maximilian Concert</del>			<del>26</del>	
15.12.15	19.30-22.00	Town Hall	Council			32	
17.12.15	12.00-11.00	Town Hall	Weekly Mayor meety			32	
18.12.15	6.00-10.00	Windsor	Carols, drinks etc.			24	
SUB TOTAL						32	
TOTALS CLAIMED						32	

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

Date: 10 Feb 16

Signature of Member

For Office Use Only

Democratic Services: [REDACTED] Date: 10/2/16

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

FILE

MEMBERS' MILEAGE CLAIM - JRM

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**  
CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th OF EACH MONTH

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

FOR ALLOWANCES FOR THE MONTH OF: Aug / Sept

PERIOD COVERED BY CLAIM		REASON(S) FOR CLAIM	DESCRIPTION OF APPROVED DUTY	PLEASE STATE WHICH OFFICER ARRANGED THIS MEETING IF NOT DEMOCRATIC SERVICES	TRAVEL ALLOWANCE CLAIMED	
DATE	TIME FROM TO				PRIVATE CAR	PUBLIC TRANSPORT (Receipts must be attached)
<del>8.8.15</del>	<del>11:30</del>	<del>10:00</del>	<del>Town Hall</del>	<del>Citizenship Ceremony</del>	<del>32</del>	<del></del>
<del>10.8.15</del>	<del>11:00</del>	<del>11:00</del>	<del>Town Hall</del>	<del>Weekly diary Planning</del>	<del>32</del>	<del></del>
<del>10.8.15</del>	<del>12:00</del>	<del>11:00</del>	<del>Bishopscote</del>	<del>Heritage Open Day</del>	<del>42</del>	<del></del>
<del>17.8.15</del>	<del>8:00</del>	<del>8:30</del>	<del>Windsor</del>	<del>Windsor Cattle Evening</del>	<del>24</del>	<del></del>
<del>22.8.15</del>	<del>10:00</del>	<del>12:00</del>	<del>Town Hall</del>	<del>Weekly Diary Planning</del>	<del>32</del>	<del></del>
<del>24.8.15</del>	<del>10:00</del>	<del>11:30</del>	<del>Town Hall</del>	<del>Members benefit &amp; Council</del>	<del>32</del>	<del></del>
<del>25.8.15</del>	<del>10:00</del>	<del>11:30</del>	<del>Town Hall</del>	<del>Weekly Diary Planning</del>	<del>32</del>	<del></del>
<del>26.8.15</del>	<del>10:00</del>	<del>11:00</del>	<del>Windsor</del>	<del>Macmillan coffeees</del>	<del>32</del>	<del></del>
<del>29.9.15</del>	<del>6:30</del>		<del>Town Hall</del>	<del>Marie Curie Corp. Parenting</del>	<del>26</del>	<del></del>
					<del>32</del>	<del></del>
SUB TOTAL					64	
TOTALS CLAIMED					64	
VAT RECEIPT ATTACHED						

YES / NO \*

\*Please delete as appropriate  
Date: 25th Sept 15

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.)

Signature of Member: [Redacted]

For Office Use Only

Democratic Services: [Redacted] Authorised for Payment: [Redacted]

Payroll: [Redacted] Input by: [Redacted]

Date: 07/10/15 Batch No: [Redacted]

Checked by: [Redacted] Date: [Redacted]

MEMBERS' MILEAGE CLAIM - JRM

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**  
 CLAIMS MUST BE FORWARDED TO DEMOCRATIC SERVICES BY THE 25th  
 OF EACH MONTH

CLAIM BY COUNCILLOR: MRS. S. LUTON  
 COUNCILLOR (EMPLOYEE) NUMBER (as found on payslip): [REDACTED]

FOR ALLOWANCES FOR THE MONTH OF: May June 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)
26.5.15	6.00	9.00	Windsor	Council	Demo	✓ 24	
8.6.15	11am	12.15	Team Hall	Access Form	Demo	✓ 32	
23.6.15	6.00	9.00	Team Hall	Council	Demo	✓ 32	
27.7.15	10.00	11.00	LVS	ASCT - Dept Report	Demo/civil	✓ 8	
9.7.15	10.00	11.30	Team Hall	Weekly diary planning	Demo/civil	32	
16.7.15	10.00	11.15	Team Hall	Weekly diary planning	Demo/civil	32	
23.7.15	10.00	11.00	Team Hall	Weekly diary planning	Demo/civil	32	
30.7.15	10.00	11.00	Team Hall	Weekly diary planning		32	
6.8.15	10.00	12.00	Team Hall	Weekly diary planning		32	
13.8.15	6.00	9.30	Windsor	Twinning Meeting		32	
20.8.15	1.30	3.00	Windsor	Bake off Harfield		24	
27.8.15	4.00	5.30	Windsor	Mayor of Dept Team		24	
PLEASE COMPLETE ONE LINE FOR EACH MEETING, CONFERENCE ETC YOU HAVE ATTENDED AND SIGN BELOW AFTER READING THE DECLARATION OVERLEAF.						SUB TOTAL	
						✓ 112	
						TOTALS CLAIMED	112

[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\*  
 Signature of Member: Accept as signed. Rec'd with original receipt attached  
 Date: 7/10/15

For Office Use Only

Democratic Services: [REDACTED] Authorised for Payment: [REDACTED] Date: 7/10/15

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