

# Co-opted Member Travelling & Subsistence Allowances Claim Form

1) Submit claims within 3 months of duty with fuel VAT receipt

2) Return form to [democracy@swansea.gov.uk](mailto:democracy@swansea.gov.uk)

<b>Co-opted Member Name:</b>	Beth Allender	<b>Vehicle Reg.</b>		<b>Month Ending:</b>	31/05/23
<b>Address:</b>		<b>Engine Size</b>		<b>Post Code:</b>	
		<b>Fuel Type</b> <small>(e.g. Petrol / Diesel)</small>			

Date of Meeting  (1)	Start & End of Duty	Time of Meeting		Location (Place) of Duty	Description of Approved Duties  Name of meeting please indicate with (C) if you Chaired the meeting  (6)	Travel Allowances				Co-opted Member Allowance Rate		Totals  (Column 9+10)  (11)	
	Place e.g. Home  (2)	Start  (3)	End  (4)	e.g. Civic Centre  (5)		Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
						Miles  (7)	Rate  (8)	£	p	£	p		
								£	p	£	p		
17/04/23	Home	4pm	4.30.p m	Home online	pre-reading April Scrutiny (18 <sup>th</sup> ) and Education Scrutiny meeting (20 <sup>th</sup> )								
18/04/23	Home	4.30 pm	5.30p m	Home online	Scrutiny Committee					105	00	105	00
20/04/23	Home	4pm	5pm	Home online	Education Scrutiny Committee					105	00	105	00

<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>			
<b>Chair of Governance &amp; Audit / Chair of Standards Cttee:</b> > 4 hrs = £268, < 4 hrs = £134	<b>Ordinary Statutory Co-opted Member (inc. C/T Cllr on Standards Cttee):</b> > 4 hrs = £210, < 4 hrs = £105	<b>Amount Claimed:</b>	210 00

<p>A) I declare that I have necessarily incurred expenditure on travelling and subsistence for the purpose of enabling me to perform approved duties as a Co-opted Member of this Authority and that I have actually and necessarily incurred the actual mileage in column 7 above. The amounts claimed are in accordance with the rates determined by the Independent Remuneration Panel for Wales.</p> <p>B) I declare that the statements above are correct. Except as shown above I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses in connection with the duties indicated above.</p> <p>C) If using a private vehicle whilst on Council business, Co-Opted Members should ensure that they have a valid driving licence, MOT and comprehensive vehicle insurance specifically including business and commuting use.</p> <p>D) An e-mail from the Co-opted Member will be accepted as a signature providing the name of the Co-opted Member is included.</p>	<p><b>For Office Use</b></p> <p>Checked by: ____SEW____</p> <p>Payroll No: </p>
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Date .....15/05/23.....	Signature of Co-opted Member ....	Month Paid: _____
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