

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

Co-opted Member Name:		PAULA A. O'CONNOR			Vehicle Reg.	[REDACTED]		Month Ending:	April 2023	
Address:		[REDACTED]			Engine Size	[REDACTED]		Post Code:	[REDACTED]	
Fuel Type		(e.g. Petrol / Diesel)			[REDACTED]					

Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting		Location (Place) of Duty e.g. Civic Centre (5)	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) £ p		
		Start (3)	End (4)			Travel by own vehicle		Allowance Claimed (Column 7x8) (9) £ p	Set by IRPW (See Rates Below) (10) £ p				
						Miles (7)	Rate (8)						
22/3/23	Home			Guildhall	Meeting Simon Gochings + Jack re IR Plan as requested by GPA Committee (1/2p for meeting 1 1/2 hrs. Meeting 11-1pm) Prop/Read a GPAC papers (2 1/2 hrs)		45p			268	00	268	00
11/4/23	Home												
11:30 - 12:15	Home			Guildhall	less taxing meeting							268	00
12:30 - 12:45	Guildhall			Guildhall	lay member pre meeting								
2:00 - 2:15	Guildhall	3:30		Guildhall	GPA Committee meeting								

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):		Amount Claimed:	556-00
Chair of Governance & Audit / Chair of Standards Cttee: > 4 hrs = £268, < 4 hrs = £134	Ordinary Statutory Co-opted Member (inc. C/T Cllr on Standards Cttee): > 4 hrs = £210, < 4 hrs = £105		

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.

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.

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.

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.

For Office Use
Checked by: [Signature]
Payroll No: [REDACTED]

Return form to: democracy@swansea.gov.uk
 Z:\Committees\Cllrs + Co-optees\Forms\Expenses\Co-optee Expense Form - June 2022.docx

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Date: 11/4/2023 Signature of Co-opted Member: [REDACTED] Month Paid: 1