

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:		JUNE 2023	
Address:		[REDACTED]				Engine Size		[REDACTED]		Post Code:		[REDACTED]	
Fuel Type <small>(e.g. Petrol / Diesel)</small>		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	

Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting Start End (3) (4)		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	
		Travel by own vehicle				Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)					
		Miles (7)	Rate (8)			£	p	£	p				
12/6	Home			Home	Preparation for G7AC and related discussions (2 1/2 hrs)		45p						
13/6	Home	3:30	5:00pm	Guildhall	Scrutiny Conference preparation and meeting (2 1/2 hrs)					268	00	268	00
14/6	Home	12:00	3:15pm	Guildhall	Pre-meeting Long Members and meeting (3 1/4 hrs)					134	00	134	00

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):		Amount Claimed:	
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	402 00	

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]

Amount Claimed: 402 00

Return form to: democracy@swansea.gov.uk

Z:\Committees\Cllrs + Co-optees\Forms\Expenses\Co-optee Expense Form - June 2022.docx

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

Date	14/6/2023	Signature of Co-opted Member	[REDACTED]	Month Paid: _____
------	-----------	------------------------------	------------	-------------------