

Please, Submit claims within 3 months of duty with fuel VAT receipt

CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

20 JUL 2017

Co-opted Member Name:	ALAN.M.THOMAS	Vehicle Reg.		Month Ending:	JULY 2017
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

(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)	
		Start (3)	End (4)			Travel by own vehicle		Allowance Claimed (Column 7x8) (9)		Set by IRPW (See Rates Below) (10)			
						Miles (7)	Rate (8)	£	p	£	p		
19/06/17	HOME	4.30pm	6.30pm	GUILD HALL	ANNUAL SCRUTINY PLANNING CONFERENCE	10	45p	4	50	128	00	132	50
//							45p						
10/06/17	HOME	2pm	4.15pm	GUILD HALL	AUDIT COMM. (C)	10	45p	4	50	128	00	132	50
//							45p						
11/07/17	HOME	2pm	4.10pm	C-CENTRE	AUDIT COMM. (C)	10	45p	4	50	128	00	132	50
//							45p						
//							45p						
//							45p						
//							45p						
//							45p						

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):			Amount Claimed: 397.50
Chair of Audit /Standards Cttee: > 4 hrs = £256, < 4 hrs = £128	Chair of Community/Town Council Standards Sub Cttee: > 4 hrs = £226, < 4 hrs = £113	Other Ordinary Co-opted Member: > 4 hrs = £198, < 4 hrs = £99	


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 provided the name of the Co-opted Member is included.

For Office Use

Checked by: 

Payroll No: _____

Month Paid: _____

Date 18th July 2017 Signature of Co-opted Member _____