

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

FILE COPY

CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

30 JAN 2018

<b>Co-opted Member Name:</b>	Michaela Jones	<b>Vehicle Registration Number &amp; engine size:</b>	[REDACTED]	<b>Month Ending:</b>	31/01/2018
<b>Address:</b>	[REDACTED]			<b>Post Code:</b>	[REDACTED]

(1)	(2)	Time of Meeting		(5)	(6)	Travel Allowances				Co-opted Member Allowance Rate		Totals (Column 9+10)	
		(3)	(4)			Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
						(7)	(8)	(9)		(10)			
19/12/2017	Home	12.35	16.25	Civic Centre	Training with Tracy Meredith	92	45p	£ 41	p 40	£ 99	p 00	£ 140	p 40
12/01/2018	Home	08.00	12.20	Guildhall	Standards Committee Meeting	93	45p	£ 41	p 85	£ 198	p 00	£ 239	p 85
12/01/2018					Car Parking		45p	£ 3	p 00			£ 3	p 00

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):				Amount Claimed:	383 25
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) 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: [REDACTED]

Payroll No: [REDACTED]

Month Paid: \_\_\_\_\_

Date 30<sup>th</sup> January 2018      Signature of Co-opted Member [REDACTED]

for payment 25/2/18