

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

1 NOV 2017

### CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

<b>Co-opted Member Name:</b>	Michaela Jones	<b>Vehicle Registration Number &amp; engine size:</b>	[REDACTED]	<b>Month Ending:</b>	31/10/2017
<b>Address:</b>	[REDACTED]			<b>Post Code:</b>	[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)	
		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	£		
13/10/17 / /	Home	08.00	12.15	Guildhall	Standards Committee Meeting	93	45p	41	85	198	00	239	85

**Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):**

<b>Chair of Audit /Standards Cttee:</b> > 4 hrs = £256, < 4 hrs = £128	<b>Chair of Community/Town Council Standards Sub Cttee:</b> > 4 hrs = £226, < 4 hrs = £113	<b>Other Ordinary Co-opted Member:</b> > 4 hrs = £198, < 4 hrs = £99	<b>Amount Claimed:</b>	239.85
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- 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: [Signature]

Payroll No: \_\_\_\_\_

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

Date 31/10/2017 Signature of Co-opted Member [REDACTED]