

CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

25 SEP 2018

Co-opted Member Name:	Mike Lewis	Vehicle Reg.		Month Ending:	Sept 2018
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol)			

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)					
		Travel by own vehicle				Allowance Claimed (Column 7x8) (9)		Set by IRPW (See Rates Below) (10)									
										Miles (7)	Rate (8)			£	p	£	p
14/09/2018	SA2 8NS Home	6.45	7.05	SA7 9FQ	Mileage rate for one additional colleague (Jill Burgess)	7	5p		35				35				
	SA2 8NS Home	6.45	7.05	SA7 9FQ	Travel to Bonymaen to pick up a 2 nd colleague to travel to Conference (Michaela Jones)	7	45p	3	15				3 15				
	SA7 9FQ	7.05	9.15	SY23 3FL	Travel to Standards Conference (Aberystwyth Uni)	154	45p	69	30				69 30				
	SA7 9FQ			SY23 3FL	Mileage rate for two additional colleagues (Jill Burgess & Michaela Jones)	154	10p	15	40				15 40				
	SA7 9FQ	17:55	18:15	SA2 8NS	Travel from Bonymaen to Home	7	45p	3	15				3 15				
	SA7 9FQ	17:55	18:55	SA2 8NS	Mileage rate for one additional colleague (Jill Burgess)	7	5p		35				35				
					Standards Conference					198	00		198 00				

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):			
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	Amount Claimed: 289. 70

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:

Payroll No: _____

Date14/09/2018.....	Signature of Co-opted Member ..	Month Paid: _____
---------------------------	---------------------------------	-------------------