

CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM - 2 MAY 2018

<b>Co-opted Member Name:</b> MIKE LEWIS		<b>Vehicle Reg.</b> [REDACTED]		<b>Month Ending:</b> APR 2018
<b>Address:</b> [REDACTED]		<b>Engine Size</b> [REDACTED]		<b>Post Code:</b> [REDACTED]
		<b>Fuel Type</b> (e.g. Petrol) [REDACTED]		

(1) Date of Meeting	(2) Start & End of Duty Place e.g. Home	(3) Time of Meeting Start End		(5) Location (Place) of Duty e.g. Civic Centre	(6) Description of Approved Duties Name of meeting please indicate with (C) if you Chaired the meeting	(9) Travel Allowances			(10) Co-opted Member Allowance Rate Set by IRPW (See Rates Below)		(11) Totals (Column 9+10)		
		(7) Miles	(8) Rate			(9) Allowance Claimed (Column 7x8)		£	p	£	p	£	p
						£	p						
✓ 20/4/18	HOME	9:35	11:35	GUILDHAM	STANDARDS COMMITTEE	6	45p	2	70	99	-	101	70
/ /					PARKING		45p	3	-			3	-
/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						

<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>			<b>Amount Claimed:</b> 104.70
<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	

- 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 [REDACTED] is included.

**For Office Use**

Checked by: [REDACTED]

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

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

Date: 30/4/18 Signature of Co-opted Member: [REDACTED]