

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

CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

20 APR 2018

| | | | | | |
|---|--|-----------------------------------|------------|----------------------|------------|
| Co-opted Member Name: MARGARET A. WILLIAMS | | Vehicle Reg. | [REDACTED] | Month Ending: | Jan. 2018. |
| Address: | | Engine Size | | Post Code: | [REDACTED] |
| | | Fuel Type (e.g. Petrol) | | | |

| (1) Date of Meeting | (2) Place e.g. Home | (3) Time of Meeting | | (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 | | (11) Totals (Column 9+10) | | |
|------------------------|------------------------|---------------------|------------|--|---|---------------------------|-------------|---------------------------------------|-------------------------------------|------|---------------------------|-------|------|
| | | (3) Start | (4) End | | | (7) Travel by own vehicle | | (9) Allowance Claimed (Column 7x8) | (10) Set by IRPW (See Rates Below) | | (11) | | |
| | | | | | | (7) Miles | (8) Rate | | £ | p | | | £ |
| 12/1/18 | HOME | 9.35 | 10.45 | GUILDHALL | STANDARDS COMMITTEE | 22 | 45p | £ 9 | p 90 | £ 99 | p 00 | £ 108 | p 90 |
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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: | 108.90 |
|--|--|---|------------------------|--------|

- 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: [REDACTED]

Payroll No: _____

Month Paid: _____

Date 3/4/18 Signature of Co-opted Member [REDACTED]