

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

<b>Co-opted Member Name:</b>		MARGARET A. WILLIAMS			<b>Vehicle Reg.</b>				<b>Month Ending:</b>		Nov, 2018.				
					<b>Engine Size</b>										
					<b>Fuel Type</b> (e.g. Petrol)						<b>Post Code:</b>				
<b>Address:</b>															
Date of Meeting	Start & End of Duty		Time of Meeting		Location (Place) of Duty	Description of Approved Duties  Name of meeting please indicate with (C) if you Chaired the meeting	Travel Allowances				Co-opted Member Allowance Rate		Totals (Column 9+10)		
	(1)	(2)	(3)	(4)	(5)		(6)	Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
								Miles	Rate	(9)		(10)			(11)
							(7)	(8)	£	p	£	p	£	p	
✓ 16/11/18	Home	10:00	11:20	Guildhall	Standards Committee	22	45p	9	90	99	00	108	90		
//				Swansea			45p								
//							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</b>  <b>Claimed:</b>		108.90		
<b>Chair of Audit /Standards Cttee:</b>			<b>Chair of Community/Town Council Standards Sub</b>			<b>Other Ordinary Co-opted Member:</b>									
> 4 hrs = £256, < 4 hrs = £128			Cttee: > 4 hrs = £226, < 4 hrs = £113			> 4 hrs = £198, < 4 hrs = £99									
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>											<b>For Office Use</b>				
											Checked by:				
											Payroll No:				
Date <u>30/1/19</u> Signature of Co-opted Member											Month Paid:				