

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

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

<b>Co-opted Member Name:</b> David Anderson-Thomas		<b>Vehicle Reg.</b>		<b>Month Ending:</b> Aug 2017	
<b>Address:</b> [REDACTED]		<b>Engine Size</b>		<b>Post Code:</b> [REDACTED]	
		<b>Fuel Type</b> (e.g. Petrol/Diesel)			

  

Date of Meeting	Start & End of Duty	Time of Meeting		Location (Place) of Duty e.g. Civic Centre	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)	
		Start	End			Travel by own vehicle		Allowance Claimed (Column 7x8)	Set by IRPW (See Rates Below)				
						Miles	Rate		£	p			
											£		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		(10)		(11)	
14/8/16	Home	1530	18.00	Guildhall	Scrutiny Meeting	0	0	0	0	99	00	99	00
31/8/17	Home	1600	1730	Civic Centre	Schools Performance Scrutiny Panel	0	0	0	0	99	00	99	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: 198 00

  

<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>	<p><b>For Office Use</b></p> <p>Checked by: _____</p> <p>Payroll No: _____</p>
<p>Date 31/8/17..... Signature of Co-opted Member ..... [REDACTED]</p>	<p>Month Paid: _____</p>