

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

CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

Co-opted Member Name:	Mrs Jill Burgess	Vehicle Registration Number:		Month Ending November 2019	
Address:					


(1)	(2)	Time of Meeting		(5)	(6)	Travel Allowances				Co-opted Member Allowance Rate		Totals (Column 9+10)	
		(3)	(4)			Name of meeting please indicate with (C) if you Chaired the meeting	Travel by own vehicle		Allowance Claimed (Column 7x8)	Set by IRPW (7 Hours)			
							(7)	(8)		(9)	(10)		
						£	p	£	p	£	p		
24 Oct 2019	Home	14.30	15.30	Guildhall	Meet Tracey Meredith	10	45p	4	50	128	00	132	50
12 Nov 2019	Home	10.00	12.00	Guildhall	Standards Committee	10	45p	4	50	128	00	132	50
27 Nov. 2019	Home	17.00	18.00	Guildhall	Annual report to Full Council Standards Report	10	45p	4	50	128	00	132	50
											397	50	

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):			Amount Claimed:	
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		
			397	50

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- 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) 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: _____	
Month Paid: _____	

Date Signature of Co-opted Member 