

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

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

<b>Co-opted Member Name:</b>	Mrs Jill Burgess	<b>Vehicle Registration Number:</b>	[REDACTED]	<b>Month Ending</b> March 31 <sup>st</sup> 2021	
<b>Address:</b>	[REDACTED]			<b>Post Code:</b>	[REDACTED]

Date of Meeting  (1)	Start & End of Duty  (2)	Time of Meeting  (3) (4)		Location (Place) of Duty  e.g. Civic Centre  (5)	Description of Approved Duties  Name of meeting please indicate with (C) if you Chaired the meeting  (6)	Travel Allowances				Co-opted Member Allowance Rate		Totals  (Column 9+10)  (11)	
	Place e.g. Home	Start	End	e.g. Civic Centre		Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (7 Hours)			
						Miles	Rate						
						(7)	(8)	£	p	£	p		
19/03/21	Home	10.00	11.15	Guildhall (Teams)	by Meet Tracey Meredith	10	45p	4	50			4	50
19/03/2021	Home	10.00	11.15	Guildhall Teams meeting	Standards Committee					128	00	128	00
17/03/21	Home			To GuildHall Security Desk	To collect print Paper copies of Report (350 pages)	10	45p	4	50			4	50

<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>							
<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	<b>Amount Claimed:</b>	137	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>☺ <a href="#">An e-mail from the Co-opted Member will be accepted as a signature providing the name of the Co-opted Member is included.</a></p>	<p style="text-align: center;"><b>For Office Use</b></p> <p>Checked by: <span style="color: red;">DC</span></p> <p>Payroll No: _____</p>
<p>Date .....20 March 2021..      Signature of Co-opted Member [REDACTED]</p>	<p>Month Paid: _____</p>