

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:		David Anderson-Thomas				Vehicle Reg.		NA		Month Ending:		Dec 2020	
Address:						Engine Size				Post Code:			
Fuel Type						(e.g. Petrol/Diesel)							
Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting Start End (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) £ p	
	Travel by own vehicle		Allowance Claimed (Column 7x8)			Set by IRPW (See Rates Below)							
	Miles (7)	Rate (8)	£	p		£	p						
16/11/20	Home	1600	1630	Remote via Teams	SPC Pre Meeting	0	0	0	0	99	00	99	00
11/12/20	Home	1600	1630	Remote via Teams	SPC Pre Meeting	0	0	0	0	99	00	99	00
15/12/20	Home	1600	1800	Remote via Teams	Scrutiny Programme Committee	0	0	0	0	99	00	99	00
17/12/20	Home	1600	1730	Remote via Teams	Education Performance Panel	0	0	0	0	99	00	99	00
Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):										Amount Claimed:		396.00	
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							
<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>										For Office Use			
										Checked by: DC			
										Payroll No: _____			
Date 17/12/20..... Signature of Co-opted Member										Month Paid: _____			