

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>	David Anderson-Thomas	<u>Vehicle Reg.</u>	NA	<b>Month Ending:</b>	Jan 2021
<b>Address:</b>	[REDACTED]	<u>Engine Size</u>		<b>Post Code:</b>	[REDACTED]
		<u>Fuel Type</u> (e.g. Petrol/Diesel)			

Date of Meeting  (1)	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  (6)	Travel Allowances				Co-opted Member Allowance Rate		Totals  (Column 9+10)  (11)	
	Place e.g. Home  (2)	Start  (3)	End  (4)	e.g. Civic Centre  (5)		Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
						Miles  (7)	Rate  (8)	£	p	£	p		
18/1/21	Home	160 0	1630	Remote via Teams	SPC Pre Meeting								
19/1/21	Home	160 0	1800	Remote via Teams	Scrutiny Programme Committee					99	00	99	00
21/1/21	Home	160 0	1730	Remote via Teams	Education Performance Panel					99	0	99	00

<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>	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) <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>
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Date 2/2/21..... Signature of Co-opted Member ..... <span style="background-color: black; color: black;">[REDACTED]</span>	Month Paid: _____
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