

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:		Alexander Roberts			Vehicle Registration Number & engine size:		[REDACTED]		Month Ending:		04/2021		
Address:		[REDACTED]							Post Code:		[REDACTED]		
Date of Meeting	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	Travel Allowances				Co-opted Member Allowance Rate		Totals (Column 9+10)	
	Place e.g. Home	Start	End	e.g. Civic Centre		Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
				Miles		Rate			£	p	£		p
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		(10)		(11)	
								£	p	£	p	£	p
16/02/21	Home	16:00	17:30	MS Teams	Education Scrutiny Panel					99		99	
16/03/21	Home	16:00	18:00	MS Teams	Scrutiny Programme Committee					99		99	
18/03/21	Home	16:00	17:30	MS Teams	Education Scrutiny Panel					99		99	
12/04/21	Home	16:00	17:00	MS Teams	Scrutiny Programme Committee – pre meeting					99		99	
13/04/21	Home	16:00	18:00	MS Teams	Scrutiny Programme Committee					99		99	
22/04/21	Home	16:00	17:30	MS Teams	Education Scrutiny Panel					99		99	
Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):										Amount Claimed:		£ 594 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) 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: <u> CAD </u>			
										Payroll No: _____			
Date 15/02/2021..... Signature of Co-opted Member [REDACTED].....										Month Paid: _____			