

CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

Co-opted Member Name:	Sarah Joiner	Vehicle Reg.		Month Ending:	May 2015
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 (3) End (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)		
		Travel by own vehicle				Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)						
		Miles (7)	Rate (8)			(9)		(10)						
						£	p	£	p					
18/05/15	SA3 2DF	16:00	18.30	Guild Hall	School Performance Panel	? 15	45p	6	75	99	00	105	75	✓
22/05/15	SA3 2DF	10:00	11.30	Bishop Gore School	Education Inclusion Scrutiny Inquiry Panel	N/a	45p	0	0	99	00	99	00	✓
/ /							45p							
/ /							45p							
/ /							45p							
/ /							45p							
/ /							45p							
/ /							45p							
/ /							45p							
/ /							45p							

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):			Amount Claimed:	204.75
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>	<p>For Office Use</p> <p>Checked by: </p> <p>Payroll No: _____</p>
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Date 02.06.15 Signature of Co-opted Member	Month Paid: _____
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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:	Sarah Joiner			Vehicle Reg.		Month Ending:	June 2015
Address:				Engine Size		Post Code:	
				Fuel Type (e.g. Petrol/Diesel)			

(1)	(2)	Time of Meeting		(5)	(6)	Travel Allowances			Co-opted Member Allowance Rate		Totals (Column 9+10)		
		(3)	(4)			Travel by own vehicle		Allowance Claimed (Column 7x8)	Set by IRPW (See Rates Below)				
						(7)	(8)		(9)	(10)			(11)
		Start	End	e.g. Civic Centre	Name of meeting please indicate with (C) if you Chaired the meeting	Miles	Rate	£	p	£	p	£	p
✓ 15/06/15	SA3 2DF	16:00	18.00	Guild Hall	Education Inclusion Scrutiny Inquiry Panel	15	45p	6	75	99	00	105	75
✓ 24/06/15	SA3 2DF	09:30	10.30	Civic Centre	School Governance: Clerks Forum	15	45p	6	75	99	00	105	75
/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):				Amount Claimed:	211.50
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			

- 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) 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.
- 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.

For Office Use

Checked by:

Payroll No: _____

Month Paid: _____

Date 07.07.15 Signature of Co-opted Member [REDACTED]