

04 AUG 2014

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

<b>Co-opted Member Name:</b>	Adrian Novis	<u>Vehicle Reg.</u>			July 2014
<b>Address:</b>		<u>Engine Size</u>		<b>Post Code:</b>	
		<u>Fuel Type</u> (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)  (9)		Set by IRPW (See Rates Below)  (10)					
		Miles (7)	Rate (8)							£	p		
18 /07 /14	Home	9.00	11.15	Civic Centre	Standards Committee	4	45p	1	80	128		129	80
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<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>			<b>Amount Claimed:</b>	129.80
<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		

<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 style="text-align: center;"><b>For Office Use</b></p> <p>Checked by: </p> <p>Payroll No: _____</p>
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# CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

01 SEP 2014

<b>Co-opted Member Name:</b>	Adrian Novis		<b>Vehicle Reg.</b>	<b>Engine Size</b>	<b>Fuel Type</b> (e.g. Petrol/Diesel)	<b>Month Ending:</b>	August 2014
	<b>Address:</b>					<b>Post Code:</b>	

(1) Date of Meeting	(2) Start & End of Duty Place e.g. Home	(3) Time of Meeting		(5) Location (Place) of Duty e.g. Civic Centre	(6) Description of Approved Duties Name of meeting please indicate with (C) if you Chaired the meeting	(9) Travel Allowances				(10) Co-opted Member Allowance Rate		(11) Totals (Column 9+10)	
		(3) Start	(4) End			(7) Travel by own vehicle		(9) Allowance Claimed (Column 7x8)		(10) Set by IRPW (See Rates Below)		(11)	
						(7) Miles	(8) Rate	£	p	£	p	£	p
29/08/14	Home	9.00	10.30	Civic Centre	Standards Committee (Chair)	4	45p	1	80	128	00	129	80
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Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):			Amount Claimed:	129.80
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		


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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: \_\_\_\_\_

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

27 OCT 2014

<b>Co-opted Member Name:</b>		Adrian Novis				<b>Vehicle Reg.</b>				<b>Month Ending:</b>		October 2014	
<b>Address:</b>						<b>Engine Size</b>				<b>Post Code:</b>			
						<b>Fuel Type</b> (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) £      p	
	Place e.g. Home	Start	End	e.g. Civic Centre		Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
	(2)	(3)	(4)	(5)		Miles	Rate	(9) £      p		(10) £      p			
10/10/14	Home	9.00	11.00	Civic Centre	Standards Committee (Chair)	4	45p	1	80	128	00	129	80
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<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>										<b>Amount Claimed:</b>		129.80	
<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							

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

<b>Co-opted Member Name:</b>	Adrian Novis	<u>Vehicle Reg.</u>	.....	<b>Month Ending:</b>	November 2014
<b>Address:</b>		<u>Engine Size</u>		<b>Post Code:</b>	
		<u>Fuel Type</u> (e.g. Petrol/Diesel)	.....		

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			
														(7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	£	p	(9)	p	£	p	(11)
21/11/14	Home	9.00	11.00	Civic Centre	Standards Committee (Chair)	4	45p	1	80	128	00	129	80	
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<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>	129.80

<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 style="text-align: center;"><b>For Office Use</b></p> <p>Checked by: </p> <p>Payroll No: _____</p>
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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

<b>Co-opted Member Name:</b>	Adrian Novis	<b>Vehicle Reg.</b>	KF06 BVH	<b>Month Ending:</b>	December 2014
<b>Address:</b>	104 Sketty Road Sketty Swansea	<b>Engine Size</b>	1600	<b>Post Code:</b>	SA2 0JX
		<b>Fuel Type</b> (e.g. Petrol/Diesel)	Petrol.....		

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)	
		Travel by own vehicle				Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)					
		Miles (7)	Rate (8)			£ (9)	p	£ (10)	p	£ (11)	p		
09/12/14	Home	6.00	7.30	Civic Centre	Defamation Training	4	45p	1	80	128	00	129	80
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<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>	129.80

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

<b>Co-opted Member Name:</b>	Adrian Novis	<b>Vehicle Reg.</b>		<b>Month Ending:</b>	December 2014 <i>January 15</i>
<b>Address:</b>		<b>Engine Size</b>		<b>Post Code:</b>	
		<b>Fuel Type</b> (e.g. Petrol/Diesel)			

Date of Meeting	Start & End of Duty Place e.g. Home	Time of Meeting		Location (Place) of Duty e.g. Civic Centre	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)	
		Start	End			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)	
<i>09/01/15</i>	<i>Home</i>	<i>9.00</i>	<i>10.45</i>	<i>Civic Centre</i>	<i>Standards Committee</i>	<i>4</i>	<i>45p</i>	<i>1</i>	<i>80</i>	<i>128</i>	<i>00</i>	<i>129</i>	<i>80</i>
<i>/ /</i>							<i>45p</i>						
<i>/ /</i>							<i>45p</i>						
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<i>/ /</i>							<i>45p</i>						

<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>	129.80

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# CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

16 FEB 2015


<b>Co-opted Member Name:</b>	Adrian Novis		<b>Vehicle Reg.</b>	[REDACTED]	<b>Month Ending:</b>	February 2015
<b>Address:</b>	[REDACTED]		<b>Engine Size</b>	[REDACTED]	<b>Post Code:</b>	[REDACTED]
			<b>Fuel Type</b> (e.g. Petrol/Diesel)	[REDACTED]		

(1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting		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)	
		Start (3)	End (4)			Travel by own vehicle		Allowance Claimed (Column 7x8) (9)		Set by IRPW (See Rates Below) (10)			
						Miles (7)	Rate (8)	£	p	£	p		
09/02/15	Home	17.15	20.30	Guildhall	Safeguarding People Training	4	45p	1	80	128	00	129	80
13/02/15	Home	9.00	10.45	Civic Centre	Standards Committee	4	45p	1	80	128	00	129	80
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Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):			Amount Claimed:
<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	259.60

- 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.
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