

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:	Jill Burgess	<u>Vehicle Reg.</u>		Month Ending:	June 2022
Address:		<u>Engine Size</u>		Post Code:	
		<u>Fuel Type</u> (e.g. Petrol/Diesel)			

Date of Meeting (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)		Set by IRPW (See Rates Below)			
						Miles (7)	Rate (8)						
		£				p		£		p			
30/05/22	Home	09.30	10.15	Zoom	Meeting work flow planning Tracey Meredith		45p	134	0	134	0	134	0
20/06/22	home	17.00	18.00	Home	Code of conduct training		45p					0	0
24/06/22	home	9.3	10	guildhall	Standards training prior to meeting		45p					0	0
24/06/22	home	10	11.15	guidhall	Standards meeting		45p	134	0	134	0	134	0
24/06/22	Home	9	11.15	Guildhall	Petrol to Guildhall meeting	10	45p			4	50	4	50

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):				272	50
Chair of Audit /Standards Cttee: > 4 hrs = £268 < 4 hrs = £134	Other Ordinary Co-opted Member: > 4 hrs = £210 < 4 hrs = £105		Amount Claimed:	272	50

<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: DC</p> <p>Payroll No: [REDACTED]</p>
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Date30 June 2022	Signature of Co-opted Member [REDACTED]	Month Paid: _____
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