

# Co-opted Member Travelling & Subsistence Allowances Claim Form

1) Submit claims within 3 months of duty with fuel VAT receipt

2) Return form to [democracy@swansea.gov.uk](mailto:democracy@swansea.gov.uk)

<b>Co-opted Member Name:</b>	Michaela Jones	<b>Vehicle Reg.</b>	.....	<b>Month Ending:</b>	February 2023
<b>Address:</b>	.....	<b>Engine Size</b>	.....	<b>Post Code:</b>	.....
		<b>Fuel Type</b> <small>(e.g. Petrol / Diesel)</small>	.....		

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)  £    p	
	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		
17/02/23	Home	08.45	09.30	Home	Preparation for Standards Committee Meeting								
17/02/23	Home	10.00	10.48	Home	Standards Committee Meeting by Teams					105		105	

<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>			
<b>Chair of Governance &amp; Audit / Chair of Standards Cttee:</b> > 4 hrs = £268, < 4 hrs = £134	<b>Ordinary Statutory Co-opted Member (inc. C/T Cllr on Standards Cttee:</b> > 4 hrs = £210, < 4 hrs = £105	<b>Amount Claimed:</b>	105    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) 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><b>For Office Use</b></p> <p>Checked by: <b>DC</b></p> <p>Payroll No: .....</p> <p>Month Paid: .....</p>
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Date    24/02/2023	<div style="text-align: center;"> </div> Signature of Co-opted Member
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