

Please, Submit claims within 3 months of duty with fuel VAT receipt

Co-opted Member Travelling & Subsistence Allowances Claim Form

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|------------------------------|-------------------|--|--|----------------------|---------|
| Co-opted Member Name: | JULIE MARY DAVIES | Vehicle Reg. | | Month Ending: | 06/2023 |
| Address: | | Engine Size | | Post Code: | |
| | | Fuel Type (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) | |
|----------------------------|----------------------------|------------------|----------------|------------------------------|---|-----------------------|-----------------|-----------------------------------|---|----------------------------------|----|---|----|
| | 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 | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 10/06/23 | Home | 10:45 13:45 | 13:20 15:25 | Home | G&AC meeting preparatory reading (Agenda pack 131 pages + supporting Audit Wales reports) | | | | | | | | |
| 10/06/23 | Home | 15:25 | 16:00 | Home | G&AC questions prep and submission to Chair | | | | | 210 | 00 | 210 | 00 |
| 14/06/23 | Home | 12:35 | 12:53 | Home (Teams) | G&AC pre-meet | | | | | | | | |
| 14/06/23 | Home | 12:54 | 15:08 | Home (Teams) | G&AC | | | | | | | | |
| <i>Total: 7hrs 22mins</i> | | | | | | | | | | | | | |

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|---|---|------------------------|--------|
| Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)): | | | 210.00 |
| Chair of Governance & Audit / Chair of Standards Cttee: > 4 hrs = £268, < 4 hrs = £134 | Ordinary Statutory Co-opted Member (inc. C/T Cllr on Standards Cttee): > 4 hrs = £210, < 4 hrs = £105 | Amount Claimed: | |

| | |
|---|---|
| <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>For Office Use</p> <p>Checked by: JEP</p> <p>Payroll No: XXXXXXXXXX</p> |
|---|---|

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|---|-------------------|
| 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. | |
| Date 23/06/23 Signature of Co-opted Member J. M. Davies (Typed signature accepted & approved by DS 26/06/2023) | Month Paid: _____ |