

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

Co-opted Member Travelling & Subsistence Allowances Claim Form

Co-opted Member Name:	JULIE MARY DAVIES	Vehicle Reg.	Engine Size	Month Ending:	01/2024
Address:	[REDACTED]	Fuel Type <small>(e.g. Petrol / Diesel)</small>	[REDACTED]	Post Code:	[REDACTED]

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) (9)		Set by IRPW (See Rates Below) (10)			
						Miles (7)	Rate (8)						
								£	p	£	p		
12/01/24	Home	16.00	17.20	Home	G&AC meeting preparatory reading (Agenda pack 83 pages)								
14/01/24	Home	12.45	13.20	Home	G&AC questions prep and submission to Chair								
17/01/24	Home	12.27	13.31	Home	G&AC pre-meet					105	00	105	00
17/01/24	Home	13:54	15.05	Home	Governance & Audit Committee								
					TOTAL: 4hrs 10 mins.								

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):										105.00		
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>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;">For Office Use</p> <p>Checked by: ____JEP____</p> <p>Payroll No: [REDACTED]</p>
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Date 19/09/23

Signature of Co-opted Member



(Typed signature accepted & approved by DS 23/01/2024)

Month Paid: _____