

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

Co-opted Member Name:		Michaela Jones				Vehicle Reg.		[REDACTED]		Month Ending:	31/01/2024		
Address:		[REDACTED]				Engine Size		[REDACTED]		Post Code:	[REDACTED]		
						Fuel Type							
						(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			
						(7)	(8)	£	p	£	p		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	£	p	
19/01/2024		08.00	09.00	Home	Preparation for Standards Committee Meeting 19/01/2024								
19/01/2024		10.00	10.50	Home	Standards Committee Meeting							105 00	
Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):													
Chair of Governance & Audit / Chair of Standards Cttee:					Ordinary Statutory Co-opted Member (inc. C/T Cllr on Standards Cttee:					Amount Claimed:		105 00	
> 4 hrs = £268, < 4 hrs = £134					> 4 hrs = £210, < 4 hrs = £105								
<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>											For Office Use		
											Checked by: A Lowe		
											Payroll No: _____		
Date 24 January 2024 Signature of Co-opted Member [REDACTED]											Month Paid: _____		

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