

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:		Janet Pardue-Wood				Vehicle Reg.		[REDACTED]		Month Ending:		October 2024			
Address:		[REDACTED]				Engine Size		[REDACTED]		Post Code:		[REDACTED]			
Fuel Type <small>(e.g. Petrol / Diesel)</small>						[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	Start	End	e.g. Civic Centre		Travel by own vehicle		Allowance Claimed <small>(Column 7x8)</small>		Set by IRPW <small>(See Rates Below)</small>					
	(2)	(3)	(4)	(5)		Miles	Rate	(9)		(10)					
	£	p	£	p		£	p	£	p	£	p				
11/10/24	home	10.00	11.30	Guild Hall	Standards Committee	30	45p	13.	50	105.	00	118.	50		
Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):										Amount Claimed:		118. 50			
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										
<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					
Date ..15/10/24.....										Signature of Co-opted Member J.L.Pardue-Wood ((Typed signature accepted and approved by DS)				Checked by: A Lowe	
														Payroll No: _____	
														Month Paid: _____	

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