

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: David Roberts		Vehicle Reg. Engine Size Fuel Type: [REDACTED] R		Month Ending: September 2024													
Address: [REDACTED]				Post Code: [REDACTED]													
Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting Start End (3) (4)		Location (Place) of Duty e.g. Civic Centre (5)	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)					
	Travel by own vehicle		Allowance Claimed (Column 7x8)			Set by IRPW (See Rates Below)											
	Miles (7)	Rate (8)	£ p (9)			£ p (10)											
30 th Sept	Abroad	18.00	20.00	Abroad	Preparation for G&A Committee meeting on 04/09/24					£105		£105					
3 rd Sept	Home	14p.00	16.00	Home	Preparation for G&A Committee meeting on 04/09/24					£105		£105					
3 rd Sept	Home	16.00	17.00	Home	Training 'Online' – Counter Fraud Awareness – Jonathon Rogers					£26.25		£26.25					
4 th Sept	Guildhall	12.30	16.30- DA	Guildhall	Pre meet with Chair and attendance at G&A Committee on 17/07/24					£210 DA		£210 DA					
Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):																	
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:		£ 446.25p			
<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 – 4 th September 2024 Signature of Co-opted Member D. A. Roberts														Checked by: <u>DA</u>		Payroll No: [REDACTED]	
												Month Paid: _____					