

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.		[REDACTED]		Month Ending:		June / July 2024	
Address:		[REDACTED]				Engine Size		[REDACTED]		Post Code:		[REDACTED]	
Fuel Type													
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		
4th June	Home	3.45	4.45	Home	Training – Fraud Awareness – Online – Meritec Course					No Claim		No Claim	
12th June	Guildhall	11.00	12.00	Guildhall	Training – Risk Management – Richard Rowlands					No Claim		No Claim	
10th July	Home	9.00	10.00	Home	Training – Online – Internal Audit – Simon Cockings					No Claim		No Claim	
15th July	Home	14.00	16.00	Home	Preparation for G&A Committee on 17/07/24					£105		£105	
17th July	Guildhall	14.00	15.00	Guildhall	Attendance at G&A Committee on 17/07/24					£105		£105	
25th July	Guildhall	15.30	16.30	Guildhall	Training – Corporate Governance - Max Keller					No Claim		No Claim	
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:		£210	

- 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.
- 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.
- 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.

For Office Use

Checked by: JEP

Payroll No: [REDACTED]

(PTO)

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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 –  July 2024 Signature of Co-opted Member D. A. Roberts 

Month Paid: _____