

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]		Month Ending:		October 2024		
Address:		[REDACTED]							Post Code:		[REDACTED]		
Date of Meeting (1)	Start & End of Duty	Time of Meeting		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)	
	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			£
11 th Oct	Abroad	16.00	18.00	Abroad	Preparation for G&A Committee meeting on 16/10/24					£105		£105	
13 th Oct	Home	17.00	19.00	Home	Preparation for G&A Committee meeting on 06/10/24					£105		£105	
15 th Oct	Home	16.00	18.00	Home	Preparation for G&A Committee meeting on 06/10/24					£105		£105	
16 th Oct	Guildhall	12.30	4.00	Guildhall	Pre meet with Chair and attendance at Governance & Audit Committee on 16/10/24			6	50 Parking (Receipt Attached)	£105		£105	
17 th Oct	Guildhall	14.00	15.00	Guildhall	Training – Performance Management Framework					£26.25		£26.25	
Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):										Amount Claimed:		£452.75	
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>For Office Use: [REDACTED]</p> <p>Checked by: [REDACTED]</p> <p>Payroll No: [REDACTED]</p>			

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[https://d.docs.live.net/98861b6d2488eaa2/Documents/Expenses/Co-optee Expense Form - David Roberts - October 2024.docx](https://d.docs.live.net/98861b6d2488eaa2/Documents/Expenses/Co-optee%20Expense%20Form%20-%20David%20Roberts%20-%20October%202024.docx)

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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 – 17th October 2024 Signature of Co-opted Member - D. A. Roberts



Month Paid: _____