

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: November 2024						
Address: [REDACTED]		Engine Size [REDACTED]		Post Code: [REDACTED]						
Fuel Type [REDACTED]										
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		Set by IRPW (See Rates Below)		(Column 9+10)		
						Miles	Rate			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
21 st Nov	Home	14.00	16.00	Home	Preparation for G&A Committee meeting on 06/10/24	X	X	X	X	X
27 th Nov	Guildhall	12.30	15.30 <i>DM</i>	Guildhall	Pre meet with Chair and attendance at Governance & Audit Committee on 27/11/24	X	X	X	X	X
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
<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>										<p>For Office Use</p> <p>Checked by: <i>JEP</i></p> <p>Payroll No: [REDACTED]</p>
Date – 27 th November 2024 Signature of Co-opted Member - D. A. Roberts [REDACTED]										Month Paid: _____