

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: March 2025									
Address: [REDACTED]		Engine Size [REDACTED]		Post Code: [REDACTED]									
Fuel Type [REDACTED]													
Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	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 Set by IRPW (See Rates Below) (10)	Totals (Column 9+10) (11)			
		Start (3)	End (4)			Travel by own vehicle		Allowance Claimed (Column 7x8) (9)					
						Miles (7)	Rate (8)					£	p
28 th Feb	Home	13.00	16.00	Home	Preparation for G&A Committee meeting on 05/03/25					£105		£105	
5 th March	Guildhall	12.30	15.20	Guildhall	Pre meet with Chair and attendance at Governance & Audit Committee on 27/11/24			£650.00		£105		£105	
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 £216.50			
<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: <u>[Signature]</u></p> <p>Payroll No: [REDACTED]</p>			
Date - 5 th March 2025 Signature of Co-opted Member - D. A. Roberts										Month Paid: _____			