

Please, Submit claims within 3 months of duty with fuel VAT receipt

## CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

<b>Co-opted Member Name:</b>		Julie Mary Davies			<b>Vehicle Registration Number &amp; engine size:</b>		[REDACTED]		<b>Month Ending:</b>		31/01/21		
<b>Address:</b>		[REDACTED]							<b>Post Code:</b>		[REDACTED]		
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	Start	End	e.g. Civic Centre		Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
	(2)	(3)	(4)	(5)		Miles	Rate	(9)		(10)			
		£	p	£	p	£	p	£	p	£	p		
08/12/20	Home	1400	1500	Home	Lay Member, Audit Committee. Meeting attendance + preparatory reading.	0	45p			99	00	99	00
14/01/21	Home Home	1000 1100	1100 1200	Home Home	1:1 Meeting with AC Chair Meeting AC Chair, Richard Rowlands, IT (Risk Mgt Framework) + preparatory reading	0	45p			99	00	99	00
19/01/21	Home	1000	1100	Home	Audit Committee + preparatory reading, reading/response to WG Consultation on LG & Elections Bill	0	45p			99	00	99	00
<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>													
<b>Chair of Audit /Standards Cttee:</b> > 4 hrs = £256, < 4 hrs = £128			<b>Chair of Community/Town Council Standards Sub Cttee:</b> > 4 hrs = £226, < 4 hrs = £113			<b>Other Ordinary Co-opted Member:</b> > 4 hrs = £198, < 4 hrs = £99			<b>Amount Claimed:</b>		297.00		
<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) 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>										<b>For Office Use</b>			
										Checked by: <u>DC</u>		Payroll No: _____	
Date 28 January 2021      Signature of Co-opted Member [REDACTED]										Month Paid: _____			