

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

# CO-OPTED MEMBER TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

28 FEB 2020

<b>Co-opted Member Name:</b> PAULA O'CONNOR		<b>Vehicle Registration Number &amp; engine size:</b> [REDACTED]		<b>Month Ending:</b> FEBRUARY 2020
<b>Address:</b> [REDACTED]		<b>Post Code:</b> [REDACTED]		

(1) Date of Meeting	(2) Start & End of Duty Place e.g. Home	(3) Time of Meeting Start End		(5) Location (Place) of Duty e.g. Civic Centre	(6) Description of Approved Duties Name of meeting please indicate with (C) if you Chaired the meeting	(7) Travel Allowances Travel by own vehicle Miles Rate		(9) Allowance Claimed (Column 7x8) £ P		(10) Co-opted Member Allowance Rate Set by IRPW (See Rates Below) £ P		(11) Totals (Column 9+10) £ P	
		(3)	(4)			(7)	(8)	(9)	(10)	(11)			
											£	P	£
24/02/20 / /	HOME	2:45	4:45	GUILDHALL	MEETING HOWEVAUSI JEREMY PP: AVOID CHIEF WORKSHOP PREPARATION FOR MEETING		45p			256	00	256	00
24/02/20 / /	HOME	10:00	12:00				45p						
/ /							45p						
/ /							45p						
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/ /							45p						
/ /							45p						
/ /							45p						
/ /							45p						

<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>			<b>Amount Claimed:</b> 256.00
<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	

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) An e-mail from the Co-opted Member will be accepted as a signature providing the name of the Co-opted Member is included.

**For Office Use**

Checked by: [Signature]

Payroll No: [REDACTED]

Date 25/02/2020 Signature of Co-opted Member [REDACTED]

Month Paid: \_\_\_\_\_