

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>	Paula A O'Connor	<u>Vehicle Reg.</u>	.....	<b>Month Ending:</b>	March 2022
<b>Address:</b>	██████████	<u>Engine Size</u>	.....	<b>Post Code:</b>	██████████
		<u>Fuel Type</u> (e.g. Petrol/Diesel)	.....		

Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting Start End (3) (4)		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)	Miles (7)	Travel Allowances			Co-opted Member Allowance Rate		Totals (Column 9+10) (11)	
		Travel by own vehicle					Allowance Claimed (Column 7x8) (9)	Set by IRPW (See Rates Below) (10)					
		Rate (8)	£					p	£	p			
1/3/22	Home	12:00	14:30	Home	Lay Member Interviews					134	00	134	00
7/3/22	Home	14:00	16:30	Home	Review of papers in preparation for G&A meeting (2.5 hours)		}			268	00	268	00
8/03/22	Home	13:30	15:30	Guildhall	G&A Committee meetings and after meeting query with Simon Cockings (2 hours)		}						

<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>										402 00	
<b>Chair of Audit /Standards Cttee:</b> > 4 hrs = £268 < 4 hrs = £134					<b>Other Ordinary Co-opted Member:</b> > 4 hrs = £210 < 4 hrs = £105					<b>Amount Claimed:</b>	

<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) <a href="#">An e-mail from the Co-opted Member will be accepted as a signature providing the name of the Co-opted Member is included.</a></p>	<p><b>For Office Use</b></p> <p>Checked by: <u>DC</u></p> <p>Payroll No: ██████████</p>
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Date	03/03/2022	Signature of Co-opted Member	██████████	Month Paid: _____
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