

# 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](mailto:democracy@swansea.gov.uk)

<b>Co-opted Member Name:</b>	Michaela Jones	<b>Vehicle Reg.</b>	.....	<b>Month Ending:</b>	30/11/2022
<b>Address:</b>	██████████	<b>Engine Size</b>	.....	<b>Post Code:</b>	██████████
		<b>Fuel Type</b> <small>(e.g. Petrol / Diesel)</small>			

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  (2)	Start  (3)	End  (4)	e.g. Civic Centre  (5)		Travel by own vehicle		Allowance Claimed (Column 7x8)  (9)		Set by IRPW (See Rates Below)  (10)			
						Miles  (7)	Rate  (8)						
								£	p	£	p		
25/11/22	Home	08.00	09.00	Home	Preparation for Special Standards Committee Meeting								
25/11/22	Home	09.35	09.50	Home	Special Standards Committee Meeting by Teams					105	00	105	00

<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>									
<b>Chair of Governance &amp; Audit / Chair of Standards Cttee:</b> > 4 hrs = £268, < 4 hrs = £134	<b>Ordinary Statutory Co-opted Member (inc. C/T Cllr on Standards Cttee):</b> > 4 hrs = £210, < 4 hrs = £105	<b>Amount Claimed:</b>	105.00						

<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) 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><b>For Office Use</b></p> <p>Checked by: <span style="color: red;">DC 30/11/22</span></p> <p>Payroll No: ██████████</p>
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Date 30/11/2022    Signature of Co-opted Member ██████████	Month Paid: _____
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