

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:		Elizabeth Lee			Vehicle Reg.			Month Ending:		October 2022	
Address:		[REDACTED]			Engine Size			Post Code:		[REDACTED]	
					Fuel Type		(e.g. Petrol / Diesel)					
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	
18/7/22	online	1600	1630	online	SPC pre meeting		45p			105		
19/7/22	online	1600	1800	online	SPC							
15/8/22	online	1600	1630	online	SPC pre meet							
16/8/22	online	1600	1800	online	SPC					105		
27/10/22	online	1630	1830	online	Educational scrutiny meeting					105		315
Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):										Amount Claimed:		315
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							
<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: DC 27/11/22</p> <p>Payroll No: [REDACTED]</p>		
<p>Date10/11/22..... Signature of Co-opted Member ... [REDACTED]</p>										<p>Month Paid: _____</p>		

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https://ccossecure-my.sharepoint.com/personal/diane_clatworthy_swansea_gov_uk/Documents/desktop/Co-optee Expense Form - oct 2022.docx