

# 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>		Elizabeth Lee			<b>Vehicle Reg.</b>		.....		<b>Month Ending:</b>		Dec 2022		
<b>Address:</b>		[REDACTED]			<b>Engine Size</b>		.....		<b>Post Code:</b>		[REDACTED]		
					<b>Fuel Type</b>		.....						
					(e.g. Petrol / Diesel)								
Date of Meeting  (1)	Start & End of Duty  (2)	Time of Meeting  (3)      (4)		Location (Place) of Duty  (5)	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)  £      p	
	Place e.g. Home	Start	End	e.g. Civic Centre		Travel by own vehicle		Allowance Claimed (Column 7x8)  (9)		Set by IRPW (See Rates Below)  (10)			
						Miles	Rate						
						£	p	£	p				
12/12/22	online	1600	1630	online	SPC pre meet		45p	105	00			105	
13/12/22	online	1600	1800	online	SPC								
15/12/22	online	1600	1800	online	Educational scrutiny			105	00			105	
<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>					<b>Ordinary Statutory Co-opted Member (inc. C/T Cllr on Standards Cttee:</b>					<b>Amount Claimed:</b>		210	
> 4 hrs = £268, < 4 hrs = £134					> 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>										<b>For Office Use</b>			
										Checked by: <u>DC</u>		Payroll No: _____	
Date .....16/12/22..... Signature of Co-opted Member [REDACTED]										Month Paid: _____			

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