

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:	Phil Sharman	Vehicle Reg.	[REDACTED]	Month Ending:	30 November 2022
Address:	[REDACTED]	Engine Size	[REDACTED]	Post Code:	[REDACTED]
		Fuel Type <small>(e.g. Petrol / Diesel)</small>	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 (2)	Start (3)	End (4)	e.g. Civic Centre (5)		Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
						Miles (7)	Rate (8)	£	p	£	p		
4/11/22	Home	16.30	17.30	WFH	GAC correspondence								
8/11/22	Home	12.00	13.30	WFH	GAC agenda 9/11/22 preparation								
8/11/22	Home	14.00	15.30	WFH	GAC agenda 9/11/22 preparation								
9/11/22	Home	11.30	16.00	Guildhall	GAC agenda 9/11/22 travel, pre-meeting and meeting attendance	32	45p	14	40			14	40
25/11/22	Home	14.00	14.30	WFH	GAC correspondence								
30/11/22	Home	17.30	18.00	WFH	GAC correspondence								
					Total meeting time 9.5 hours					210	00	210	00

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):		224 40
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	Amount Claimed:

<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: <u>DC</u></p> <p>Payroll No: _____</p>
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Date 30/11/22	Signature of Co-opted Member [REDACTED].....	Month Paid: _____
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