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		Phil Sharman				Vehicle Reg.					Month Ending:		31 January 2023		
Member Name:						Engine Size		Diesel				_	2023	_	
Address:						Fuel Type (e.g. Petrol / Diesel)					Post Code:				
	Start & End of Duty	Time of Meeting		Location (Place) of Duty	Description of Approved D	uties		Travel Al	vel Allowances		Co-opted Member Allowance Rate				
Date of Meeting	Place e.g.	Start	End	e.g. Civic Centre	Name of meeting please indicate with (C) if you C	haired the	Travel by own vehicle				Set by		Totals		
	Home				meeting		Miles	Rate			(See Rates Below)		(Column 9+10)		
(1)	(2)	(3)	(4)	(5)	(6)		(7)	(8)	£	9) p	(10) £ p		(11) £ p		
11/01/23	Home	11.00	12.00	WFH	GAC agenda 11/01/23 preparation										
11/01/23	Home	14.00	15.30	Virtual	GAC agenda 11/01/23 meeting										
11/01/23	Home	15.00	15.30	WFH	GAC agenda 11/01/23 post-meeting										
23/01/23	Home	11.30	12.00	WFH	GAC correspondence with Clerk										
30/01/23	Home	09.00	09.30	WFH	GAC correspondence with Chair										
					Total prep and meeting time 4.0 hours						105	00	105	00	
Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)): Chair of Governance & Audit / Chair of Standards Cttee: Ordinary Statutory Co-opted Member (inc. C/T Cllr on Standards Cttee:										Amount	105	00			
> 4 hrs = £268, < 4 hrs = £134 $> 4 hrs = £210, < 4 hrs = £105$										Claimed:					
 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. 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. 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. 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. 												Check	For Office Use Checked by: Payroll No:		
Date03/02/23 Signature of Co-opted Member												Month	Month Paid:		