

# 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> | Phil Sharman | <b>Vehicle Reg.</b>                                       |  | <b>Month Ending:</b> | 28 February 2023 |
| <b>Address:</b>              |              | <b>Engine Size</b>  |  | <b>Post Code:</b>    |                  |
|                              |              | <b>Fuel Type</b><br><small>(e.g. Petrol / Diesel)</small> |  |                      |                  |

| Date of Meeting<br><br>(1) | Start & End of Duty        | Time of Meeting  |                | Location (Place) of Duty     | Description of Approved Duties<br><br>Name of meeting please indicate with (C) if you Chaired the meeting<br><br>(6)            | Travel Allowances     |                 |  |    | Co-opted Member Allowance Rate                   |    | Totals<br><br>(Column 9+10)<br><br>(11) |    |
|----------------------------|----------------------------|------------------|----------------|------------------------------|---|-----------------------|-----------------|--|----|--|----|---|----|
|                            | Place e.g. Home<br><br>(2) | Start<br><br>(3) | End<br><br>(4) | e.g. Civic Centre<br><br>(5) |   | Travel by own vehicle |                 | Allowance Claimed<br><br>(Column 7x8)<br><br>(9) |    | Set by IRPW<br><br>(See Rates Below)<br><br>(10) |    |   |    |
|                            |                            |                  |                |                              |   | Miles<br><br>(7)      | Rate<br><br>(8) |  |    |  |    |   |    |
|                            |                            |                  |                |                              |   |                       |                 | £  | p  | £  | p  |   |    |
| 03/02/23                   | Home                       | 16.30            | 17.00          | WFH                          | GAC agenda 08/02/23 preparation   |                       |                 |  |    |  |    |   |    |
| 05/02/23                   | Home                       | 19.00            | 20.30          | WFH                          | GAC agenda 08/02/23 preparation   |                       |                 |  |    |  |    |   |    |
| 08/02/23                   | Home                       | 12.00            | 16.30          | Guildhall                    | GAC agenda 08/02/23 pre-meeting main meeting and travel   | 32                    | 45p             | 14   | 40 |  |    | 14                                      | 40 |
|                            |                            |                  |                |                              | <b>Total prep and meeting time 6.0 hours</b><br><i>[being 6.5 hours February minus 0.5 hours brought forward from December]</i> |                       |                 |  |    | 210  | 00 | 210                                     | 00 |

|   |  |                        |        |
|---|--|------------------------|--------|
| <b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b> |  |                        |        |
| Chair of Governance & Audit / Chair of Standards Cttee:<br>> 4 hrs = £268, < 4 hrs = £134               | Ordinary Statutory Co-opted Member (inc. C/T Cllr on Standards Cttee):<br>> 4 hrs = £210, < 4 hrs = £105 | <b>Amount Claimed:</b> | 224 40 |

|  |  |
|--|--|
| <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: _____ <b>DC</b></p> <p>Payroll No: _____</p> |
|--|--|

|                                  |  |                   |
|----------------------------------|--|-------------------|
| Date ..... <b>06/03/23</b> ..... | Signature of Co-opted Member <b>P Sharman</b> .....<br><small>(Typed signature accepted &amp; approved by DS 07/03/2023)</small> | Month Paid: _____ |
|----------------------------------|--|-------------------|

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