

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:	PAULA A O'CONNOR	Vehicle Reg.	[REDACTED]	Month Ending:	FEB 2023
Address:	[REDACTED]	Engine Size	Post Code:	[REDACTED]
		Fuel Type (e.g. Petrol / Diesel)		

(1)	(2)	Time of Meeting		(5)	(6)	Travel Allowances			Co-opted Member Allowance Rate		Totals (Column 9+10)			
		Start (3)	End (4)			Location (Place) of Duty e.g. Civic Centre	Description of Approved Duties Name of meeting please indicate with (C) if you Chaired the meeting	Travel by own vehicle		Allowance Claimed (Column 7x8)			Set by IRPW (See Rates Below)	
								Miles (7)	Rate (8)				£	p
24/1/23	Home	10:30	12:30	Guildhall	Mandated training		45p							
6/2/23	Home	8:30	9:30	Guildhall	Lay Member Application review and Shortlisting (2hrs review applications plus 1hr cover meeting)									
7/2/23	Home	1:00	2:00	Home	GAC papers review + prep									
		2:00	3:00	Home	How Evans call for discussions.			268	00			268	00	
		3:00	6:00	Home	GAC papers review									
8/2/23	Home	12:00	2:00	Guildhall	PRE-meeting			134	00			134	00	
		2:00	4:00	Guildhall	GAC meeting									

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):			Amount Claimed:
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: <u>DC (09/02/23)</u></p> <p>Payroll No: [REDACTED]</p>
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Date: 8/2/2023	Signature of Co-opted Member: [REDACTED]	Month Paid: [REDACTED]
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