

Please, Submit claims within 3 months of duty with fuel VAT receipt

Co-opted Member Travelling & Subsistence Allowances Claim Form

Co-opted Member Name:	Beth Allender	Vehicle Reg.	Month Ending:	30/06/22
Address:	Engine Size	Post Code:
		Fuel Type (e.g. Petrol / 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			
								£ p		£ p			
13/06/22	Home	4pm	5pm	Home online	Attendance at Introduction to Scrutiny training for committee members		45p						
20/06/22	Home	4pm	5pm	Home online	Attendance at Introduction to interests, gifts, hospitality, code of conduct & standards committee		45p						
27/06/22	Home	4.30 pm	6.30p m	Home online	Pre-reading and attendance at Scrutiny Work Planning Conference		45p			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: > 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:	105.00

<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: CAD</p> <p>Payroll No:</p>
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Date ..01/07/2022.....	Signature of Co-opted Member	<p style="background-color: yellow;">Claim is for combined remote attendance training hours <4 - as advised by Head of Democratic Services</p>		Month Paid: August 22
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