

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:	Beth Allender	Vehicle Reg.	Month Ending:	30/11/22
Address:	Engine Size	Post Code:
		Fuel Type <small>(e.g. Petrol / Diesel)</small>		

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	Start	End	e.g. Civic Centre		Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
	(2)	(3)	(4)	(5)		Miles	Rate	(9)		(10)			
						(7)	(8)	£	p	£	p		
17/10/22	Home	4pm	5pm	Home online	Attendance and pre-reading October pre-Scrutiny meeting (18 th)								
18/10/22	Home	4.30 pm	5.30pm	Home online	Scrutiny committee					105	00	105	00
27/10/22	Home	4pm	6pm	Home online	Attendance and pre-reading at October Education Scrutiny Performance Panel					105	00	105	00

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):			Amount Claimed:	210 00
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: DC</p> <p>Payroll No:</p>
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Date17/11/22.....	Signature of Co-opted Member	Month Paid: _____
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