

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:	31/01/23
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	£	p	£	p			£	p
	(7)	(8)	(9)	(10)		(11)									
16/01/23	Home	4pm	5pm	Home online	Attendance and pre-reading January pre-Scrutiny meeting (17 th)										
17/01/23	Home	4pm	5.30pm	Home online	Scrutiny committee					105	00	105	00		
18/01/23	Home	4pm	5pm	Home online	Attendance and pre-reading January Education pre-Scrutiny meeting (19 th)										
19/01/23	Home	4pm	6pm	Home online	Education Scrutiny committee					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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Date25/01/23.....	Signature of Co-opted Member ██████████	Month Paid: _____
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