

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: Julie Mary Davies		Vehicle Reg. [REDACTED]		Month Ending: 30/11/22	
Address: [REDACTED]		Engine Size [REDACTED]		Post Code: [REDACTED]	
Fuel Type (e.g. Petrol / Diesel)		[REDACTED]			

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) (9)		Set by IRPW (See Rates Below) (10)			
						Miles (7)	Rate (8)						
22/09/22	Home	0915	1315	Home	G&AC Preparatory reading and submission of questions to Chair	}							
27/09/22	Home	0845	1153	Home	G&AC Pre-meet and G&AC Meeting via Teams	}				210	00	210	00
06/11/22	Home	1400	18:00	Home	Meeting preparatory reading + questions submission to Chair	}							
09/11/22	Home	1300	1600	Guildhall	G&AC Pre-meet and G&AC Meeting	}				210	00	210	00
Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):												420 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					Amount Claimed:			

<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: [REDACTED]</p>
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Date }09/11/2022 Signature of Co-opted Member [REDACTED]	Month Paid: _____
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[https://ccossecure-my.sharepoint.com/personal/diane_clatworthy_swansea_gov_uk/Documents/desktop/Co-optee Expense Form - Julie Mary Davies G&AC 091122.docx](https://ccossecure-my.sharepoint.com/personal/diane_clatworthy_swansea_gov_uk/Documents/desktop/Co-optee%20Expense%20Form%20-%20Julie%20Mary%20Davies%20G&AC%20091122.docx)