

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

Co-opted Member Travelling & Subsistence Allowances Claim Form

Co-opted Member Name:	JULIE MARY DAVIES	Vehicle Reg.		Month Ending:	02/2023
Address:	████████████████████	Engine Size		Post Code:	████████
		Fuel Type (e.g. Petrol / Diesel)			

Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting		Location (Place) of Duty e.g. Civic Centre (5)	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) £ p	
		Start (3)	End (4)			Travel by own vehicle		Allowance Claimed (Column 7x8) £ p (9)	Set by IRPW (See Rates Below) (10)				
						Miles (7)	Rate (8)		£	p			
											£		
06/02/23	HOME	09:30	13:05	HOME	Governance & Audit Committee meeting prep + submission of questions to Chair	0				210	00	210	00
08/02/23	HOME	12:30	16:04	HOME	Governance & Audit Committee pre-meet + meeting	0							
19/02/23	HOME	15:00	15:26	HOME	Completion of Self-Assessment of Good Practice questionnaire	0							
21/02/23	HOME	10.30	11.20	HOME	Governance & Audit Committee mandatory training: Complaints & Cyber Security (recorded on 24/01/23)								

(combined training, previously paid for)

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):										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					Amount Claimed:	

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- 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.
- 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.
- 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.
- 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.

For Office Use

Checked by: DC

Payroll No: [REDACTED]

Date 20/02/23 Signature of Co-opted Member [REDACTED]

Month Paid: _____