

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

### Co-opted Member Travelling & Subsistence Allowances Claim Form

<b>Co-opted Member Name:</b>	Mark Rees	<b>Vehicle Reg.</b>	██████████	<b>Month Ending:</b>	March 2023
<b>Address:</b>	██████████ ██████████ ██████████	<b>Engine Size</b>	██	<b>Post Code:</b>	██████
		<b>Fuel Type</b> (e.g. Petrol / Diesel)	████		

Date of Meeting <b>(1)</b>	Start & End of Duty Place e.g. Home <b>(2)</b>	Time of Meeting		Location (Place) of Duty e.g. Civic Centre <b>(5)</b>	Description of Approved Duties  Name of meeting please indicate with (C) if you Chaired the meeting  <b>(6)</b>	Travel Allowances				Co-opted Member Allowance Rate		Totals (Column 9+10)  <b>(11)</b>	
		Start <b>(3)</b>	End <b>(4)</b>			Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
						Miles <b>(7)</b>	Rate <b>(8)</b>	£	p	£	p		
		£	p			£	p	£	p				
17 <sup>th</sup> Feb 2023	07.30 – 14.30	10.00	11.00	Guildhall	Special Standards Committee Meeting	144	45p	64	80	210	00	<del>282</del>	80
										8	00	274	
										food & parking – see receipt			
2 <sup>nd</sup> March 2023		11.00	11.30	Guildhall (online)	Special Standards Committee Meeting		45p			105	00	105	00

<b>Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):</b>		Amount Claimed:	£387.80 379.80
<b>Chair of Governance &amp; Audit / Chair of Standards Cttee:</b> > 4 hrs = £268, < 4 hrs = £134	<b>Ordinary Statutory Co-opted Member (inc. C/T Cllr on Standards Cttee):</b> > 4 hrs = £210, < 4 hrs = £105		

- 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:     CAC    

Payroll No:     ██████    

Date 3 <sup>rd</sup> March 2023	Signature of Co-opted Member	████████████████████	Month Paid: _____
---------------------------------	------------------------------	----------------------	-------------------