

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:	Phil Sharman	Vehicle Reg.		Month Ending:	31 March 2023
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 (2)	Start (3)	End (4)	e.g. Civic Centre (5)		Travel by own vehicle		Allowance Claimed (Column 7x8)		Set by IRPW (See Rates Below)			
						Miles (7)	Rate (8)	£	p	£	p		
06/03/23	Home	19.00	20.00	WFH	GAC agenda 08/03/23 preparation								
07/03/23	Home	11.30	13.00	WFH	GAC agenda 08/03/23 preparation								
07/03/23	Home	13.30	15.00	WFH	GAC agenda 08/03/23 preparation								
07/03/23	Home	16.00	17.00	WFH	GAC agenda 08/03/23 preparation								
08/03/23	Home	10.30	11.00	Virtual	GAC pre-meeting								
08/03/23	Home	14.00	16.30	Virtual	GAC committee meeting								
Total prep and meeting time 8.0 hours										210	00	210	00

Co-opted Member Allowance Rates (As set by the Independent Remuneration Panel for Wales (IRPW)):		
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: 210 00

<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 style="text-align: center;">For Office Use</p> <p>Checked by: CAC _____</p> <p>Payroll No: _____</p>
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Date 03/04/23 Signature of Co-opted Member P Sharman	Month Paid: _____
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Typed signature accepted and approved by DS 04/04/2023