

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

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|------------------------------|--------------|---|--|----------------------|-------------|
| Co-opted Member Name: | Phil Sharman | Vehicle Reg. | | Month Ending: | 31 May 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 | | |
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| | | | | | | | | | | | | | |
| 15/05/23 | Home | 11.00 | 11.30 | WFH | GAC administration | | | | | | | | |
| 16/05/23 | Home | 15.00 | 16.00 | WFH | GAC agenda 17/05/23 preparation | | | | | | | | |
| 16/05/23 | Home | 17.00 | 18.00 | WFH | GAC agenda 17/05/23 preparation | | | | | | | | |
| 17/05/23 | Home | 12.30 | 13.30 | Virtual | GAC committee pre-meeting | | | | | | | | |
| 17/05/23 | Home | 14.00 | 16.00 | Virtual | GAC committee meeting | | | | | | | | |
| Total prep and meeting time 5.5 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 |

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|--|--|
| <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: <u>CC</u></p> <p>Payroll No: <u> </u></p> |
|--|--|

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|----------------------------------|---|---|-------------------|
| Date 24/05/23 | Signature of Co-opted Member P Sharman | Signature accepted and approved by DS 31/05/2023 | Month Paid: _____ |
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