

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:	Elizabeth Lee	Vehicle Reg.	Month Ending:	Sept 2023
Address:	60 home farm way, Penllergaer, Swansea	Engine Size	Post Code:	SA4 9HF
		Fuel Type <small>(e.g. Petrol / Diesel)</small>		

Date of Meeting	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	Travel Allowances				Co-opted Member Allowance Rate		Totals (Column 9+10)	
	Place e.g. Home	Start	End	e.g. Civic Centre		Travel by own vehicle		Allowance Claimed <small>(Column 7x8)</small>		Set by IRPW <small>(See Rates Below)</small>			
						Miles	Rate	£	p	£	p		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		(10)		(11)	
18/9/23	online	1600	1700	online	SPC pre meet		45p	105	00			105	
19/9/23	online	1600	1800	online	SPC								
14/9/23	online	1600	1800	online	Educational scrutiny panel							105	

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

<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: <div style="background-color: black; width: 100px; height: 15px; margin: 2px;"></div> </p> <p>Payroll No: _____</p> <p>Month Paid: _____</p>
<p>Date18/9/23..... Signature of Co-opted Member <div style="background-color: black; width: 80px; height: 20px; display: inline-block; vertical-align: middle;"></div></p>	

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