|  |  |
| --- | --- |
| **Claim for the** **Period of**  |  |

**Vale of Glamorgan Council**

**CLAIM FOR THE PAYMENT OF MEMBERS TRAVELLING AND SUBSISTENCE ALLOWANCES From April 2021**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name****Role** | ELECTED MEMBER / CO-OPTED MEMBER / OBSERVER  | **Pay Number** |  | **Signed**  | **Dated** |
| I declare that: a) I have incurred expenditure on travelling and subsistence to enable me to perform approved duties as a Member of the Council. b) I have actually paid the fare and made other payments shown above. c) The amounts claimed are strictly in accordance with the rates determined by the Council. d) I have not received or claimed by way of travelling, subsistence or attendance allowance from any other authority or body. e) I have incurred expenditure for Cost of Care Allowance in accordance with the scheme approved by Council. 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 expenses or allowances in connection with the duties indicated below.**PART A – MILEAGE PART B – ALLOWANCES AND EXPENSES** |
| **Date**  | **From** | **Location and Description of Approved Duties** | **Number of Miles**  |  | **Description of Other Allowances/****Expenses Claimed** Subsistence may only be claimed in respect of approved duties undertaken outside the boundaries of the Vale of Glamorgan | **Period of Claim****Full / Half Day** | **Value of Claim** **£ p** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Miles Claimed** |  | **Total Expenses Claimed** |  |
| Claim forms must be completed on a monthly basis. Please ensure all receipts are attached.Elected Members – Please return your claim to Member ServicesCo-Opted Members and Observers – Please return your claim to Democratic Services | **Approved for Payment**  | **Signed Dated** |

**MEMBERS’ TRAVEL AND SUBSISTENCE SCHEME**

Members should consider the environmental and cost implications for all travel, subsistence and overnight accommodation. When travelling by air or rail or arranging overnight accommodation Members should make arrangements through the Members Services Office or the Cabinet Office as appropriate, to take advantage of centralised booking discounts.

Prescribed rates for Members’ travelling and subsistence expenses applicable from 1st April 2021.

**TRAVELLING ALLOWANCE**

1. Public Transport - Payment will be based on actual expenditure supported by an invoice or receipt. The rate shall not exceed the amount of the first class ordinary, or any cheaper fare actually paid.

2. Members’ own private vehicles. The rate per mile for travel

* by car – 45p per mile up to 10,000 miles, 25p per mile per mile thereafter, irrespective on engine size. An additional payment of 5p per passenger mile will be paid for carriage of passengers on business.
* by motorcycle – 24p per mile
* by pedal cycle – 20p per mile

Note: Members must ensure that they have adequate insurance for business use if they use their vehicle on council business. If claiming for the conveyance of passengers they must check that their insurance company is satisfied that no profit or reward is involved.

3. Taxicab or cab: the rate shall not exceed a) In cases of urgency or where no public transport is reasonably available, the amount of the actual fare and reasonable gratuity paid and, b) In any other case, the amount of the fare for travel by appropriate public transport. **Note:** receipts will be required to support claims

4. Air Travel: Air travel shall be booked via the Council’s Member Services Officer or via the Cabinet Office. In cases of urgency, the fare actually paid up to the maximum ordinary available fare may be claimed subject to production of receipts or invoices.

**SUBSISTENCE ALLOWANCE**

PLEASE NOTE : Subsistence allowance me only be claimed for approved duties which take place outside the boundaries of the Vale of Glamorgan. The rate of subsistence allowance shall not exceed:

1. In the case of an absence on approved duties, not involving an absence overnight, from the usual place of residence reimbursement of actual costs supported by receipts up to £28 per day, as follows:

|  |  |
| --- | --- |
| Breakfast allowance (more than 4 hours away from normal place of residence before 11am);  | £ 6.06 |
| Lunch allowance (more than 4 hours away from normal place of residence including the period between 12 noon and 2pm)  | £ 8.35 |
| Tea allowance (more than 4 hours away from normal place of residence including the period 3pm to 6pm)  | £ 3.29 |
| Evening meal allowance (more than 4 hours away from normal place of residence ending after 7pm)  | £10.30 |

2. In the case of an absence on approved duties overnight from the usual place of residence, as follows:

|  |  |  |
| --- | --- | --- |
| Staying with friends or relatives £30 | In London £200 | Elsewhere £95  |

Meals provided free of charge: The rates specified in the preceding paragraph shall be reduced by an appropriate amount in respect of any meals provided free of charge by any authority or body during the period to which the allowance relates.

**REIMBURSEMENT OF COSTS OF CARE (RoCoC)**

Regulations made by the IRPW allow for the payment of a RoCoC which represents a payment to a Member / Co-Opted Member of the Authority who is a Councillor, reimbursement in respect of such expenses of arranging for the care of children or dependents as are necessarily incurred in the carrying out of that Member’s duties. RoCoC will be paid on the basis of actual expenditure supported by invoices specified under the scheme.

The RoCoC is payable a) for dependent children up to the age of 15; or b) a dependent over the age of 15 provided the Member can demonstrate to the satisfaction of the Authority that the Member has such a dependent who requires supervision.

More than one Cost of Care allowance will only be paid if a Member can satisfactorily demonstrate a need to make separate arrangements for dependents and that the Member needs to pay for that care.

Members / Co-Opted Members to complete the relevant [receipt](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Members%20Expenses/2021-22/21-04-01-Costs-of-Reimbursement-of-Care-Receipt.docx) / [claim form](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Members%20Expenses/2021-22/21-04-01-Costs-of-Reimbursement-of-Care.docx) for the Reimbursement of Costs of Care.

**CO-OPTED MEMBER ATTENDANCE**

A Co-opted Member for purposes of this scheme is someone who is appointed to a committee or a subcommittee and has voting rights but is not a Councillor. Payments are capped to 10 full days per year for each committee to which an individual may be co-opted. Co-opted Members of Committees will receive a daily fee of £210 per day (£105 per half day). Co-opted Chairman of the Standards Committee will receive a daily fee of £268 per day (£134 per half day). Claims must clearly state whether a full day or half day is being claimed.

**ANY CLAIMS OVER 3 MONTHS OLD WILL BE PROCESSED VIA THE MONITORING OFFICER.**