**STEWARDS/MEMBERS EXPENSES CLAIM FORM**

**Please read the notes overleaf carefully as any omissions or errors may delay the processing of your claim**

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| **NAME:**  | **BANK DETAILS** | Sort Code: |  |
| **ADDRESS:**  | Account Number: |  |
|  | Account Name: |  |
|  |  |
| **DATE** | **DETAILS OF** **CLAIM**(EG MILEAGE; TELEPHONE; LUNCH;PARKING) | **REASON**(EG BRANCH COMMITTEE; STEWARD OR MEMBER MEETING;) | **FROM** **(including *time* left home/work – needed for daily allowance / subsistence rates if claiming for meals)** | **TO** **(including *time* returned to work / home – needed for daily allowance / subsistence rates only if claiming for meals)** | **No. of MILES****\* see over** | **COST****£** |
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|  |  |  |  |  |  | **TOTAL CLAIM** |  |

I certify that I have necessarily incurred additional expenditure relating to the above claim, in the course of performing official union duties or attending training and have read the conditions overleaf

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Convenor/Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. | Members are entitled to claim expenses from UNISON in accordance with Branch Rules. |
| 2. | The general principle relating to expenses is that expenditure should have been incurred and that payment is by way of reimbursement. |
| 3.  | Each meeting etc must be clearly indicated with date and location. |
| **4.** | **Claims must be submitted within 6 months of incurring the expenses unless exceptional circumstances apply.** |
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|  | Travel Expenses | **Receipts must be provided for public transport / taxi charges and for parking**  |
|  | a) | Bus Fares - | Actual cost |
|  | b) | Rail fares -  | 2nd class or appropriate saver scheme – Conference rail travel to be booked by Branch Office |
|  | c) | Bus Pass -  | Branch contribution based on percentage use on Branch business (to be determined by Treasurer) |
|  | d) | Taxi fare -  | Actual cost - **Emergency use only** (to be determined by Treasurer), receipt required.  |
|  |  | **MILEAGE** | **NB: MILEAGE CAN ONLY BE PAID TO VEHICLES WITH BUSINESS INSURANCE AS PART OF THE INSURANCE POLICY** |
|  | e) | Car Travel - | 45p per mile for first 10,000 miles/ 25p per mile over 10,000 miles – Conference car travel to be agreed by Branch Office prior to travel |
|  | f) | Motorcycle - | 24p per mile |  |  |  |
|  | g) | Pedal Cycle - | 20p per mile |  |  |  |
|  | **\***When travelling to location directly from home or returning from location to home the mileage from your home to work or return must be deducted |
|  |  | Car passenger - | 5p per mile per passenger |
|  |  | Car Parking - | Actual cost to a max of £6.50 from 15.12.23 (Car parking out of Borough must receive prior approval from the Treasurer) |
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|  | **Daily Amounts - where NO Subsistence (meals) is provided**  |   |
|  |  | **If Receipt is provided** |  | **if NO receipt provided** |  |
|  |  | Breakfast (before 7 am): | £5.45 | Under 5 hours | Zero payable |
|  |  | Lunch ( 12.00 to 2.00.pm): | £7.10  | Between 5 – 10 hours | £5.00 |
|  |  | Evening Meal (after 8.30pm): | £20.05 | (excluding alcohol) | Over 10 hours | £10.00 |
|  |  |  | In addition to the above - Dinner allowance may be claimed if returning home after 8.00pm (max £25) | £15.00 |
|  |  | No more than 3 meal allowances can be claimed in any 24-hour period |
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|  |  | **If an overnight stay is included:**  |
|  |  | £45 (£50 with £5 tax deducted and paid to HMRC) | per each **full** 24-hour period  |
|  |  | Plus applicable daily amounts as above for any remaining period |
|  | If attending an event where meals are provided then the following amounts must be deducted from the amount claimed: Lunch £5.00; Dinner / Tea £15.00 |
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|  | Other Allowances |  |
|  |  | Child care allowance (pink form) up to the maximum  | £32.00 for a day and £16.00 for night care, payable from 6.00pm onwards |
|  |  | Carers allowance (green form) up to the maximum per hour | £32.00 for a day and £16.00 for night care, payable from 6.00pm onwards |
|  |  |  |  |
|  | Accommodation |  |
|  |  | All Overnight Accommodation for Conference, training etc to be booked by Branch Office and paid direct to hotel. In exceptional circumstances only - stewards making their own accommodation arrangements may claim re-imbursement (supported by a receipt) payable in accordance with financial protocol (max £75 per night or £90 per night for London)  |
|  |  |  |  |
|  | Loss of Earnings |  |
|  |  | Loss of earnings can only be reimbursed upon production of an official letter from the employer stating date of unpaid leave and net amount from salary |