

**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 | | | | | | |
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|  | 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) | | | | | | | | | | | | | | |
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|  | 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 | | | | | | | | | | | | | | |