

UNISON Ymlaen
BRANCH EXPENSES CLAIM FORM

(please refer to Branch Expenses Policy (overleaf) before completing)

SECTION 1 DETAILS (PLEASE USE BLOCK CAPITALS)

Name:

Address:

.....Post Code:

Title of Meeting:

Venue:Date:

SECTION 2 TRAVEL (AMOUNT CLAIMED)

By Public Transport, i.e. Rail, Bus, other (i.e. Taxi/Air):

Journey from: To: £

By Private Car:

Journey from: To: £

Total Mileage: £

Names of passengers carried to meeting:
..... £

Other, e.g. Parking (receipt to be attached): £

SECTION 3 SUBSISTENCE

Away overnight: £

Overnight Accommodation: £

Other subsistence, i.e. breakfast, lunch, tea, dinner £

(N.B. where breakfast, lunch, tea or dinner is provided,
the relevant deduction should be made from the allowances claimed)

SECTION 4 POSTAGE/TELEPHONE

Postage Costs (2nd class to be used wherever possible): £

Telephone Costs (Itemised bill to be attached indicating calls claimed): £

SECTION 5 CHILDCARE

(Childcare costs must be authorised by the Branch Secretary prior to meeting/conference)

Allowance per Day: £

Allowance Per Night: £

Less than 5 hours: £

Each subsequent child(20% of above): £

..... £

SECTION 6 LOSS OF EARNINGS

(Must be authorised by Branch Secretary and supported by official letter from
employer stating the date of unpaid leave and the net amount deducted from salary)

Unpaid leave claimed (net): £

Please send expense claims to: Branch Treasurer, Karen Walters (Karen.walters31@live.co.uk)