

SOUTH EAST COAST AMBULANCE EXPENSES CLAIM FORM (Branch 20111)

FULL NAME: (please print).....

ADDRESS:

.....

.....**POST CODE**.....

MEETING ATTENDED :

VENUE:

LEFT HOME/WORKam/pm **DATE:**

RETURNED HOME/WORK am/pm **DATE:**

OTHER MEETINGS ATTENDED ON SAME DAY.....

TRAVELLING EXPENSES

Public Transport

From: To: £ _____

Mileage @ 45P:

From:To: (Miles) £ _____

Car Allowance Supplement: 20%

Representative/delegate Name(s) £ _____

Car Parking/Taxis £ _____

Cycle MileageMiles @ 20p per mile £ _____

FACILITATION

_____ Core hours @ **£7.50** _____ Non-core hrs @ **£5.50** £ _____

Consumables _____

TOTAL CLAIMED £ _____

SIGNED: **Date:**

All claims to be authorised by Peter Steventon, Branch Secretary.

Please send to: FREEPOST RSUC-TCHU-UJXZ

Branch Administrator, 43 Cissbury Avenue, Peacehaven, BN10 8TN

Authorised by Treasurer Kevin Long

NB: All receipts to be attached

GUIDANCE NOTES

The general principle relating to expenses is that expenditure should have been incurred and that payment is by way of reimbursement. All claims must be submitted no later than 30 days after the date of the meeting/event to which the claim relates.

Travel: Please state the town from which you travelled and the town to which you will be returning.

Public Transport: Public transport covers bus and rail travel. Rail – standard rail fares only will be reimbursed. Disabled members may claim the cost of first class rail travel where standard accommodation presents difficulties.

Mileage Allowance: Mileage rate 45p per mile.

Car Allowance Supplement: A supplement of 20% can be claimed for each representative or delegate sharing your vehicle. This extra claim should show the passenger's name(s) and the town(s) from which they were carried with the mileage if different from that of the driver.

Car Parking/Taxis: Please state cost incurred and provide receipts.
"Car parking expenses can legitimately be reclaimed but, where possible, they should be accompanied by appropriate documentary evidence.

Taxis should only be used in cases of urgency, when other public transport is not available, when heavy luggage is to be carried or in a case of disability which renders the taxi to be deemed to be necessary. Furthermore, travel by taxi is also available if there is a real threat to your personal safety. Receipts must be provided for all journeys by taxi together with a note of why the taxi was used, otherwise the claim may not be reimbursed". Financial Standing Orders

Cycle Mileage: Mileage rate 20p per mile.

Subsistence: £10.50 up to 6 hours £21.00 over 6 hours. If food is provided, £10.50 subsistence can be claimed if the time away from home/work exceeds 6 hours.

For members attending more than one meeting per day, the appropriate subsistence payment should be calculated by adding together the time spent overall at the meetings including travel time.

Accommodation: The NEC overnight (bed & breakfast) allowance is a maximum of £75 (£90 within M25) and will only be reimbursed when an appropriate hotel bill is attached and approved in advance by the budget holder.

Supplementary Overnight Allowance: A supplement of £10.00 per night can be claimed for out of pocket expenses for regionally organised residential events where meals and accommodation are provided.

£40.00 per day subsistence for overnight stay, where meals are NOT provided. ANY OVERNIGHT STAY REQUIRES PRIOR APPROVAL FROM THE BUDGET HOLDER/STAFF.

"Facility or Access Requirements

UNISON is committed to assisting members with disabilities and anyone requiring assistance is asked to contact the Officer responsible for the meeting, giving as much advanced notice as possible (a minimum of two weeks)." Financial Standing Orders

Facilitation: £7.50 for core hours and £5.80 for non-core hours. Core hours apply when a Facilitator is directly in use e.g. a signer and non-core hours where a Facilitator has to attend but their skills/assistance may not be required all the time. Claims will only be processed when submitted together with a completed/signed Personal Assistance Claim Form. Personal Assistants wishing to claim Travel & Subsistence should complete their own separate Expenses Claim Form as well.