

UNISON (DEVON COUNTY BRANCH) EXPENSES CLAIM FORM

(Block capitals please)

(For Treasurers use only)

Name:.....
 Address:.....

 Post Code:.....
 Workplace:.....
 Telephone No:.....

Cheque No:.....
 Amount: £.....
 Date:.....
 Ledger.....

I hereby claim the following (full details overleaf):-

..... Miles at 40p per mile =	=	£
..... Miles at 10p per mile =	=	£
Other - please specify overleaf =	=	£
TOTAL CLAIMED		£

I certify that the above claim is true and accurate and directly relates to official union business.
 I have not claimed any part of the above from any other agency.

Signed..... Union membership No.....
 Date.....

Please ensure that all details are fully completed and correct.
Incomplete forms will be returned unpaid

Approved subsistence rates:-

Breakfast (duties commencing before 7.30am)	£	5.00
Lunch (duties commencing between 12 noon and 2pm)	£	6.00
Dinner (duties commencing after 8.30pm)	£	15.00

Rate for conferences / seminars with more than 1 overnight stay,
 contact the Secretary for subsistence allowance details.

Mileage rates -	Car / motor bike	40p per mile	
	Passengers	10p per mile	
	Bicycle	10p per mile	

PLEASE NOTE

One day conferences / seminars will not attract a daily rate. Claims can be submitted for those meals not already provided at the event.

Time spent travelling to or from conferences etc will be paid pro rata dependant upon the times involved i.e if travelling to an event after 2pm on the first day then dinner only can be claimed for that day. If additional reasonable expenses are incurred these should be specified on the claim form for F & GP / Treasurer approval.

The subsistence rate is deemed to be the maximum allowed for each expense. Claiming this rate does not remove the requirement to obtain receipts. Members should endeavour to obtain receipts for all expenses. These should be attached to the claim form.

