

EXPENSES UNISON OXFORDSHIRE HEALTH BRANCH

YOUR NAME			
YOUR ADDRESS & POSTCODE			
Expense incurred on behalf of union, date and who authorised it? See guidance below			£
1.			£
2.			£
3.			£
4.			£
5.			£
6.			£
7.			£
8.			£
9.			£
10.			£
Overall total claim (have you remembered to include receipts please number as per claim?)			£
Your signature			
Your convenor's signature			
Bank details for payment	Account name:	Account no:	Sort code: - -

You are responsible for getting your convenor's signature. This form and receipts must be returned to:
 UNISON Health Branch office, Level 4, East Oxford Health Centre, Manzil Way, East Oxford, Oxford, OX4 1DX
 While we will try to pay this claim within 2 weeks the claim may take longer during holiday periods.

GUIDANCE NOTES

Authorisation of claims related to casework are the convenors responsibility. Branch expenditure would normally be authorised by the Branch Committee.

If you are claiming car travel mileage rate is 45p per mile + 20% per mileage of additional named union member transported. Cycle mileage is 20p. Receipts are not normally required

If claiming subsistence time and date departed home and time and date returned is needed.

Subsistence: £10.00 up to 6 hours £20.00 over 6 hours. If food is provided, £10.00 subsistence can be claimed if the time away from home/work exceeds 6 hours.

Accommodation: The (bed & breakfast) allowance is a maximum of £75 (£90 within M25) and will only be reimbursed when an appropriate hotel bill is attached. Members going over this limit will have their subsistence payments reduced.

Supplementary Overnight Allowance: A supplement of £10.00 per night can be claimed for out of pocket expenses for residential