

UNITE LONDON ITC LE/7098L BRANCH EXPENSE FORM

Please complete this form in BLOCK CAPITALS in ink. Please ensure that this form is signed (authorised) by either the Branch Secretary, Chair or Treasurer. Forms can either be handed in at branch meetings or sent to the Branch secretary using the address/details provided.

Expenses claims must be made in accordance with the London ITC Branch Expenses Policy.

Your Name:		Membership No:							
Home Address:									
Post code:									
If you are not informing us of new bank details, please leave blank									
Bank Name:						Account No:			
Account Name:						Sort Code:			

Title of Meeting/Event:		Venue:							
Dates of Meeting/Event		From:				To:			

Travel Costs	Total Amount
By Car No. of miles @ 40p / mile	
By Rail (2 nd class fare) – Receipted	
By Air (only if authorised in advance) - Receipted	
Taxi (only if essential) – Receipted	
Other Travel (Bus / Tube / Parking) – Receipted	
Non-Receipted Travel (Can only be claimed when receipts are not available, please complete section overleaf)	

Subsistence (Receipts must be provided except for when claiming Daily Allowance)	No.	Total Amount
Breakfast £10.00 (only claimable when staying overnight)		
Lunch £5.00 (not claimable when provided by an event/meeting)		
Evening Meal £20.00 (only claimable when staying overnight)		
Daily Allowance £16.00 (only claimable when representing members in Disciplinary/Grievance Meeting. Cannot be claimed alongside other subsistence rates)		

Overnight Accommodation	No.	Total Amount
Prior-approval from the Branch Committee is Required, must be receipted		

Miscellaneous (Printing Costs, Purchase of branch merchandise etc)	No.	Total Amount
Details -		

Total Claim		
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Signature of Member:		Date:	
Authorised by Branch Official:	Name:	Signature:	Date:

Where to send your form:

Completed Expenses forms & receipts can be handed in at branch meetings.

Where this is not practicable, completed forms and receipts can be scanned and emailed to the Branch Secretary at the following email address –

matthew.whaley@unitetheunion.org

Reimbursement will either be via a cheque or bank transfer

Non-Receipted Travel				
Date	Type of Travel	To	From	Fare
Total				

WRONG CLAIMS

Any member whose claim(s) are subsequently proven to be wrong must re-pay the Branch any amounts overpaid and shall, where the claim(s) are found to be fraudulent (a proper investigation having been conducted), the member shall, as appropriate, be subject to disciplinary procedures of the Union. The Branch shall likewise pay the member any amounts underpaid.