



Unite London ITC LE/7098L Branch Expenses Policy

Purpose

This policy covers branch members, workplace representatives and Lay Companions expenses whilst undertaking work or activities on behalf of the Branch & the rates of remuneration that apply.

Activities Covered

Reasonable out of pocket expenses will be paid to branch members, workplace representatives & officials when –

- Representing branch members in collective or individual meetings/negotiations with an employer - this also covers individuals providing lay companion services to a member of the branch through the regional lay companions pool or branch lay companions appointed by the branch committee.
- Attending a conference or meeting organised by Unite or an organisation affiliated to this Branch or the Union nationally.
- Undertaking Organising Activities, such as leafleting or the recruitment of new members.
- Production of Materials for Branch Meetings or Events.

Expenses for any other activities must be approved by the Branch Committee prior to the activity being undertaken.

No claims will be allowed under this policy which are normally paid by the regional office or nationally via the Unite Delegates or Education Expenses Policies.

Travel Expenses to attend branch meetings

The London ITC branch covers a wide geographic area within the London and Eastern Region. It is recognised that the cost of travel to attend branch meetings for some members can be significant.

The branch will cover a members travel costs to attend branch meetings in the following circumstances.

- 1.) Where the cost of travel to a branch meeting (such as a standard class rail fare) is in excess of £13
OR
- 2.) Where the member is currently unemployed

The rules outlined in the Rates of Remuneration section of this policy below will also apply.

Members claiming expenses to attend branch meetings are required to take all reasonable steps to keep these costs to a minimum.

Where a member already has a weekly, monthly or season ticket that covers the full travel cost to the location of the branch meeting, claims for travel expenses shall not be permitted.

Rates of Remuneration

The Table below outlines the Rates of Remuneration and any conditions that apply.

Expense Type	Maximum claimable	Conditions
Travel – Private Vehicle	Standard rates for Unite Lay member expenses claims	N/A
Travel – Train/Public Transport	N/A	Receipts must be provided where available. Prior Authorisation from the Branch committee is required for International or Air Travel. Taxis fares can only be claimed in exceptional circumstances.
Daily Subsistence Allowance	The same figure paid by the region or the rates below, whichever is the higher. 5 Hour £5.00 10 Hour £10.00 15 Hour £25.00 Evening meal (return home after 20.00 and no meal provided by Unite) £10.00 Incidental Overnight £5.00	Receipt must be provided for all or part of the allowance rate being claimed
Accommodation	N/A	Requests for Overnight Accommodation will only be granted in exceptional circumstances. Prior Authorisation from the Branch committee is required before any bookings are made. Receipts must be provided.
Printing Costs	10p per sheet	N/A
Postage	N/A	Receipt required for stamps or postage costs
Materials for workplace representatives and Organising	Up-to £500 in a single month * £unlimited **	*Must be approved by the Branch Committee ** Must be approved by a full members meeting
Misc	£500* £unlimited**	*Must be approved by the Branch Committee ** Must be approved by a full members meeting

Approval of Expenses

Branch Members, Officials & Lay Companions are required to complete an expenses form before any sums of money can be reimbursed.

Expenses forms must be signed by either the Branch Secretary, Chair or Treasurer. In the case of these officer's own expenses, they must be signed by another branch official.

The same approval criteria applies when expenses have been charged to an Expenses Card issued by the Branch.

Unity Trust Corporate Expenses Cards

The Branch may allocate Expenses cards to branch members, officials or lay companions who require them to undertake their role on behalf of the branch.

These cards may be used to cover individual expenses incurred whilst conducting branch business, providing they are in accordance with this policy.

The Branch committee reserves the right to seek repayment from individuals holding an expenses card for any sums of money which have not been accepted as approved or for which a receipt cannot be provided without good reason.

Review of this Policy

This policy will be reviewed on an annual basis each November by the Branch Committee.

A review may also be requested via a motion at a branch meeting.

Amendments to this policy will be subject to a majority vote in favour by members at a branch meeting in all cases.

Approval

This policy was approved at the Branch Meeting held on ___/___/____ by a majority of the Membership present.

Signature of Branch Secretary

Signature of Branch Chair

Branch Stamp

Policy Version	Date	Changes Made
1	06/11/2013	Initial draft
2	13/02/2014	Lay Companion Expenses brought into line with the protocol issued by L&E Region
3	10/03/2015	Rates of expenses increased
4	11/05/2017	1.) Rates of expenses changed

		<p>to match current regional expense rates</p> <p>2.) References to ALTO cards removed and replaced with Unity Corporate Expenses Cards.</p> <p>3.) Travel expenses to attend branch meetings added to the policy.</p>
5	12/04/2018	<p>1.) Approval limits for Branch committee and full members meetings clarified.</p>