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| --- | --- |
| **Manweb Branch** |  |
| Expenses claim form for the period up to: |  |
| Name: |       |  |
| Address: |      | **Branch 06443** |
|  |       | **PO Box 2449** |
| Bank Details : |       | **Wrexham****LL11 0QX** |
| **Date** | **Nominal Code** | **Detail** | **Rate per mile** | **Total Amount** |
|       |  |       |      p | **£** |
|      |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|       |  |       |      p | **£** |
|  |  | **TOTAL CLAIMED** | **£** |
| *Signed:*  | *Date:*  |  |
|  |  |  |  |  |
| **Nominal Codes** | **Rates Payable** |
| 5300 Annual Conference5310 Annual General Meeting5320 Branch Meeting Expenses5330 Other meetings5400 Publicity / Promotional5500 Education5525 Energy Branch Seminar | 5530 Women's Seminar5540 Other Seminars5610 Local Welfare5800 Recruitment Fees5805 Promotional Items5810 Donations | Mileage BECMileage AGM |
|  |  |  |
| Office Use |
| Authorised |  | Cheque / Cash  |  |
| Date paid |  | Cheque Number |  |

UNISON MANWEB BRANCH POLICY ON
REIMBURSEMENT OF EXPENSES

1. Members are entitled to claim expenses from Unison in accordance with National Rules and Branch Policy.
2. The general principle relating to expenses is that expenditure should have been incurred and that payment is by way of reimbursement.

Detailed below is a summary of the current rates and rules governing reimbursements for stewards, officers and members. The full rules are detailed in the National document “Honoraria Payments and Expenses” as amended from time to time.

PRIVATE CAR

Travel by private car is reimbursed at the HMRC rate in force at the time of travel for members attending meetings on trade union business. Members giving lifts to other members are entitled to a supplement of 5p on the above rate for each member carried. Members receiving lifts are not entitled to reimbursement.

TAXIS

Taxis should only be used when public transport is not available, for carrying heavy luggage, where disability requires it or where personal safety is at real risk. Receipts must be provided for all journeys taken by taxi. If receipts have been mislaid etc, then a brief explanation must accompany the claim concerned. No payment for taxi journeys will be made unless these criteria are met.

ACCOMMODATION

Overnight en-suite B&B accommodation will either be paid for directly by the branch or will be reimbursed (minus any deposit the branch has already paid) supported with a receipt up to a maximum of £75.000 (£90.00 in London). Any booking in excess of £75 will only be refunded in exceptional circumstances and by prior or subsequent agreement of the Branch Committee.

SUBSISTENCE

This is reimbursed on the basis set out in the National Rules and summarised below. You may claim either non-receipted or receipted reimbursement but not both. Where the claimant is attending a seminar or other such event where meals are centrally provided, £15 per dinner and £5 per lunch must be deducted from the amount claimed:

Overnight stay

* £38 (=£40 less £2 tax) for each complete 24 hour period plus the appropriate receipted or non-receipted allowance for the remaining period

No overnight stay (non-receipted)

* For periods away from home/work over 5 hours - £5
* For periods away from home/work over 10 hours - £10
* In addition to above if returning home after 8:30pm a dinner allowance of £15

No overnight stay (receipted)

* Breakfast: when leaving home before 7.00am – up to £5.45
* Lunch: where absence from their normal place of home / work is between 12:00pm and 2:00pm – up to £7.10
* Dinner: when returning home after 8:30pm – up to £20.15 (excluding alcohol)

CHILDCARE OR DEPENDENT ADULT (up to 17 years of age)

Where a child or dependent adult requires home care an allowance of up to £16 per night rate can be claimed. The name and address of the carer must accompany all receipts.

## LOSS OF EARNINGS

Any Branch delegates to the National Delegate Conference or National Service Group Conference who are denied a period of paid release from their employer to attend the conference will be entitled to claim for Loss of earnings. Loss of earnings compensation for attendance at any other approved trade union activity will be subject prior agreement by the BEC. Loss of earnings can only be reimbursed upon production of an official letter from the employer stating the date of unpaid leave and the net amount deducted from your salary.

Effective February 2015