



**PLEASE SEE IMPORTANT INFORMATION OVERLEAF**

**Return form to: Finance Department**

**Meeting Expenses Claim and Receipt Form**

Name	Membership Number	Region	Employer
		<b>Birmingham and West Midlands</b>	

**Address**

\_\_\_\_\_ Post Code \_\_\_\_\_

1. Full description of Meeting			
2. Date of Meeting		3. Place of Meeting	
4. Place of Overnight Stay (where applicable)		5. Details of Home/Office start and finish times	
6. Number of hours claimed What time did you leave home/workplace What time did you return to home/workplace		9. Expenses Claim:	
			<b>£</b>
			<b>p</b>
7. Type of Transport		Travel	
		Subsistence	
		Education Allowance	
8. If own car, number of miles travelled		Overnight Allowance	
		Loss of Working Time	
		<b>TOTAL</b>	

The expenses have been/will be incurred by me in attending the above meeting. I have not been reimbursed by any other party (e.g. my employer).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorising Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete your bank details for direct payment:**

**Account Number**..... **Sort Code**.....

Finance use	Date	Account Code	Authoriser	Sub Account	Section/Dept
Checked					

<p><b>SUBSISTENCE ALLOWANCE FORMULA:</b>          Away from home/workplace on Union business          2-8 hours per day £6.00          8-12 hours per day £10.00          More than 12 hours per day £20.00          For a meeting where a meal is provided, the time spent at the meeting is deducted when calculating claims on this scale.</p>	<p><b>OVERNIGHT ACCOMMODATION:</b>          For essential overnights, the cost of bed and breakfast is repaid on production of the bill, up to three-star hotel level. Meal allowance of £20 is also payable.  <b>MILEAGE ALLOWANCE:</b>  <u><b>35p per mile for members driving their OWN transport.</b></u>          Only one expense claim per vehicle will be accepted.  <b>LOSS OF WORKING TIME:</b>          As incurred up to a maximum of £60.00 per day for full day.          As incurred up to a maximum of £30.00 per day for half day.</p>
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Congress Decision with regard to expenses was quite firm with regard to members using public transport for attending meetings. Also to supply receipts to Regional Office so we could reimburse you on the basis of actual expenditure and to use your own vehicle only when it can be demonstrated it would be inconvenient to use public transport.

I would request that for the meeting you are about to attend for which this claim form has been submitted, you use public transport and to make it most cost-effective, to use an apex or cheap day return or return fares.

With regard to using your own transport, this will be paid at 35p per mile but only to the driver or owner of that vehicle. Other passengers in the vehicle cannot claim travelling expenses.

Overnight allowances will be paid for a three star hotel, but I would stress any expenditure would only be re-paid where receipts are submitted with the claim form.