

## **EXPENSES INFORMATION & GUIDANCE SHEET**

- You will be given expense forms each day of your attendance on the course. These are also available electronically on the GMB Website and the GMB USB sticks.
- Please make sure all expense forms are correctly completed and as fully as possible. DO NOT worry if you do not know your membership number we can obtain this for you from our membership system.
- If you wish for your expenses to be paid into your bank account, it is important that you complete your bank details on the form, if not your expenses will be paid to you by cheque and sent to your home address.
- If travelling using your own car, please calculate your mileage costs e.g. if you have travelled 20 miles return journey this will be calculated at 20 miles x 35pence per mile, totalling £7.00. It is important you complete the total miles you have travelled on the form.
- Please round up your mileage e.g. if your mileage is 8.2 miles then please round up to 9 miles etc.
- It is important if you travel by bus or train you MUST keep all your receipts, otherwise you will not be reimbursed for your travel expenses.
- You MUST attach the same date on your parking ticket to match the date of your expenses form. Please DO NOT submit your form without the correct ticket.
- We understand for the last day of the course you will not be able to submit your parking ticket on your expenses form. As long as you have submitted parking tickets/receipts for the days you have attended the course this will be acceptable.
- Subsistence allowances are calculated for the amount of time you are away from home/workplace on your course. If you are away between 2 – 8 hours each day you can claim £6.00, if you are away for 8 – 12 hours this will be £10.00

- **If you have to travel extra mileage or take longer than is anticipated due to childcare arrangements etc please notify this on your expenses form so this can be taken into account.**
- **If you incur additional child care costs as a result of attending a course please contact the Education department in advance so this can be accommodated for you.**
- **It is important you submit your expense forms each time you complete a day of your course. This helps our administration department process your payments promptly, please do not send forms in bulk. N.B. expense forms must be submitted within 3 months or they will not be paid.**
- **All mileage and travel time is calculated using Google maps, start and finish times are also confirmed with each course provider, the education department will automatically amend any expense form if upon checking the details any discrepancies occur. If this happens you will be notified in writing.**
- **If you have any problems completing your expense form please contact Deb Watt in the Education department on 0121 5504888 who will be able to assist you.**

**THANK YOU**