

LE1111 Unite Housing Workers Branch Expenses Claim Form

Date:			Membership Number:				
Name:			Employer:				
Home Address:			Workplace Address:				
Email			Signature (if hard copy)	(or via email as confirmation)			
Dates	Title of meeting or Items	Venue	Travel (receipts required)*	Subsistence**	Other		Total amount
Total							£0.00

If you have not claimed from the branch before, please provide:

Name of account holder:		Account number:	
Bank or building society name:		Sort code:	

Notes

Once complete, you can:

Scan your receipts and send these and the claim form via email to unitele1111finance@gmail.com, but you must follow up with hard copies to the address below (this ensures the fastest payment).

Send hard copies of claim forms and receipts to Unite LE1111, PO Box 66701, London E11 9FB

Notes on travel:

Please send receipts for bus, rail, and taxi journeys.

Car mileage is re-imbursed at 45p per mile

For tube journeys, if you are using a 'Pay as You Go' Oyster, please provide details of zones and cost (please see <http://www.tfl.gov.uk/tickets/14416.aspx>).

Subsistence rates:

Lunch is re-imbursed at a maximum of £5, and dinner at a maximum of £7. Receipts must be provided.

Other expenses:

For branch events such as branch meetings, branch committees, or attending picket lines, we can cover travel, carer, and sometimes accommodation costs.

Receipts are required for all claims.

Payment times:

We try to make payments on a weekly basis but it can take up to two weeks, particularly if there is a heavy volume of claims at the same time.

Payments will take longer if there are incomplete or incorrect details, so please check the form and your receipts carefully.