

November 2019

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|----------------------|----------------------------------|--------------|------------------------------------|---------------------------------|--------------|--------------------------------|---------------------|
| 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 |
| | | | | | | | £0.00 |
| | | | | | | | £0.00 |
| | | | | | | | £0.00 |
| | | | | | | | £0.00 |
| Total | | | | 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: | |

Claims to the Branch:

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Claims to the employer:

Travel, carer costs, subsistence for the following items:

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- | | |
|--|---|
| ✓ Branch meetings | ✓ Individual member representation (all workplace types) |
| ✓ Branch training | ✓ Attending JNCCs or other negotiation meetings (recognised workplaces) |
| ✓ Reps forums | ✓ Attending member meetings (recognised workplaces) |
| ✓ Social events | ✓ Recruitment activity (eg. stalls at staff conferences agreed with the employer) |
| ✓ Recruitment activity (non-recognised workplaces) | |
| ✓ Call banking | |
| ✓ Member meeting refreshments | |

Processing

- * Send the claim to unftele1111finance@gmail.com. The claim attached to the email should be saved with your name, purpose and amount, as follows: "**S_Muna_MemberMeetingTravel_£7.90.xls**".
- * **Receipts** should follow a similar style, as follows: "**S_Muna_MemberMeetingTravel_Receipt_£7.90.xls**".
- * If claims exceed allowances, one of our branch officers may be in touch to discuss them.
- * With the exceptions of mileage allowance, receipts must be provided equal to the full amount of the claim.
- * 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.

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:

- * Lunch is re-imbursed at £7, and dinner at £15. 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.