



Housing Associations Branch
 Resource for London
 356 Holloway Road
 London N7 6PA

020 7697 4030

Expenses Claim Form

Name: _____ Membership number: _____
 Address: _____
 Postcode: _____
 Telephone: _____ Email: _____

**PLEASE COMPLETE BANK
DETAILS**

Bank name: _____

Account number: _____

Sort code: _____

Description of expense	Details	Total claimed
Standard rail fare:		
Taxis (Receipts Essential:		
Misc. travel eg. Underground, bus, tolls etc:		
Standard mileagemiles @.....pence:		
Subsistence: meals		
Childcare/carers allowance Number of children.....		
Any other expense - details:		
Total		

Remember to attach proof of the costs listed above, e.g. Oyster Card print out, bus or train tickets. Oyster top-up receipts are not sufficient.

Signed by member:

Date:

For office use only:

Authorised:		Date:
BACS	CHEQUE	Branch payment ref:
BACS REF:	CHEQUE NUMBER:	Date on bank account:

UNISON Housing Associations Branch Expenses

The general principle relating to expenses is that expenditure should have been incurred and that payment is by way of reimbursement. Expenses should be agreed in advance and **receipts should be produced**. Claims must be made on the branch's claim form – see over and should be made as soon as possible after an event.

In any event expenses will not be paid after six months.

Travel

Travel expenses may be claimed for travel to executive committee, sub-committee meetings, or self organised group meetings at public transport rates. Also to regional meetings if member is attending as a branch delegate and to activists attending agreed training.

Use of Oyster card is encouraged. **Members should provide a print out showing journeys claimed for; the branch will not pay expenses on receipts for Oyster top-up.**

Delegates to conferences choosing to travel by car will receive mileage to the maximum of the lowest public transport cost.

Cars 45p per mile + 5p per mile for each member carried - signature must be supplied.

Motorcycles 24p per mile

Bicycles 20p per mile

Parking expenses will only be paid in exceptional circumstances and should be agreed in advance, receipts must be provided.

Taxis: members should only use taxis when at least one of the following applies:

- Where public transport is not available
- Where heavy luggage is carried
- When disability renders using a taxi necessary
- Where there is a real threat to personal safety

Members must provide receipts for all taxi journeys otherwise the claim may not be reimbursed

Meal Allowances

Lunch £10.00

Dinner £15.00

Lunch rate will be paid for attendance to meetings lasting fewer than 8 hours; longer events will include the Dinner rate. At branch meetings sandwiches shall normally be provided.

Officers' duties and stewards taking cases/disputes outside their own employer will be paid lunch/dinner for a full day (over 8 hours)

Members attending training workshops organised by the branch can claim **£5** per day subsistence for attendance of 4+ hours.

Conferences

The branch will book and pay for hotel rooms for branch delegates. We aim to book a suitable hotel near the venue if possible. Twin for single use will be booked for conferences requiring over three nights stay.

Where breakfast is not provided the cost may be reimbursed on production of a receipt.

If delegates need to depart before 7.00am from London on the day of the conference they are entitled to travel the night before and stay overnight in the hotel.

Children

Branch delegates should notify the branch at the time of nomination if they wish children to attend so suitable accommodation can be booked.

Travel at actual cost

Meals at 75% of adult cost

Crèche facilities should be used where provided

Reasonable babysitting expenses will be paid by the branch.

Loss of earnings

Branch delegates who are not entitled to paid time off to attend conferences will normally be expected to take annual leave or flexi leave. Requests to take unpaid leave and be reimbursed for loss of earnings should be agreed in advance with Branch Officers. Loss of earnings to a maximum of £44 a day can only be reimbursed upon production of an official letter from the employer stating the date of unpaid leave and the net amount from salary.

Dependant Care Allowances

Prior approval must be obtained from Branch Officers.

This is based on expenditure incurred ie not to a partner with whom you share caring responsibilities. The carer must sign the branch carers claim form giving their name and address.

1. Accompanying a member

Where an adult or child aged 13-17 accompanies a member to a meeting they are entitled to the full daily allowance.

Where the child is under the age of 13 they are entitled to 75% of the daily allowance. If the child is in a crèche then as appropriate.

2. Child Dependant at Home

Only expenditure over and above what would normally be incurred can be reclaimed. The day rate is to a maximum of £32 and a night rate to maximum £16. The night rate is payable from 6.00pm and an overnight stay need not be incurred for this allowance to be claimed. Dependant child care is payable upto the age of 17. All claims need to be made on the appropriate claim form showing the name and address of the carer.

3. Adult Dependant Home Care

See national scheme. Evidence required.

Day rate maximum £32

Night rate maximum £16

Members are invited to make a single application to the Branch Treasurer or Branch Secretary to entitlement to the allowance. Once approved the member should seek the approval of the branch committee before incurring any expenses.

If the member has more than one dependent then an additional rate of 20% of the above rates is payable per dependant.