

GUIDANCE NOTES

The general principle relating to expenses is that expenditure should have been incurred and that payment is by way of reimbursement. The branch expects that meetings with your employer will be paid for by the employer. It is unacceptable to claim from both your employer and union. All claims should be submitted no later than 30 days after the date of the meeting/event to which the claim relates.

Travel: Please state the town from which you travelled and the town to which you will be returning. You are expected to claim from your home or base – whichever is the shorter distance.

Public Transport: covers bus and rail travel. Rail – standard rail fares only will be reimbursed. Disabled members may claim the cost of first class rail travel where standard accommodation presents difficulties.

Mileage Allowance: Mileage rate 40p per mile.

Car Allowance Supplement: A supplement of 20% can be claimed for each representative or delegate sharing your vehicle. This extra claim should show the passenger's name(s) and the town(s) from which they were carried with the mileage if different from that of the driver.

Car Parking/Taxis : Please state cost incurred and provide receipts. Prior authorisation is normally needed for taxi travel unless it is clearly the most economic solution eg for a group of delegates.

Cycle Mileage: Mileage rate 20p per mile.

Subsistence: £10.00 up to 6 hours £20.00 over 6 hours. If food is provided, £10.00 subsistence can be claimed if the time away from home/work exceeds 6 hours. If the event you attend is in Oxfordshire you may claim up to £5

For members attending more than one meeting per day, the appropriate subsistence payment should be calculated by adding together the time spent overall at the meetings including travel time.

Accommodation: The NEC overnight (bed & breakfast) allowance is a maximum of £75 (£90 within M25) and will only be reimbursed when an appropriate hotel bill is attached.

Supplementary Overnight Allowance: A supplement of £10.00 per night can be claimed for out of pocket expenses for regionally or nationally organised residential events where meals and accommodation are provided.

Facilitation: £7.50 for core hours and £5.80 for non-core hours. Core hours apply when a Facilitator is directly in use e.g. a signer and non-core hours where a Facilitator has to attend but their skills/assistance may not be required all the time.

Completed claim forms, counter signed by your convenor, should be sent to *The Treasurer, UNISON Oxfordshire Health Branch, Temple Court, 107 Oxford Road, Oxford, Oxfordshire, OX4 2ER. tel 01865770022. The branch will aim to refund any costs within 2 weeks except during holiday periods.*

Further copies of this form can be obtained at www.unisonoxonhealth.org.uk/download