



Guide to Claims

London Ambulance Branch Guide



What can I claim for?

- Reasonable travel costs to and from a UNISON Education course
- Rail, Tube, Bus and/or Car parking
- If food is not supplied then subsistence can also be claimed.
- An allowance of £5.00 per day can be claimed or
- Up to £7.10 per day with a receipt.

How do I claim?

- Online expenses form -

<https://www.cognitofrms.com/LASUNISON/TravelExpensesForm>

Travel Expenses Form



This form is for use by LAS UNISON Branch members who have incurred travel expenses while on official UNISON business or union training. Any expenses incurred as a result of your work should be claimed from the LAS.

All expenses must be accompanied by a valid receipt.

Name *

Address *

Email *

UNISON Membership No:

Expenses

Date *	Course Attended/Venue *	Travel	Subs
<input type="text"/>	<input type="text"/>		
		Sub Total: £0.00	Sub Total: £0.00

+ Add Item

Upload receipts *

 or drag files here.

Expenses

Date *	Course Attended/Venue *	Travel	Subs
⊗ 01/01/2024	Functional Skills Euston	£12.40	£7.10
⊗ 02/01/2024	Functional Skills Euston	£12.40	
⊗			
		Sub Total: £24.80	Sub Total: £7.10

+ Add Item

Upload receipts *

Upload or drag files here.

You can upload up to 10 files.

Payment by *

Bank Transfer Cheque

Cheques will only be posted to the address on this form

Signature *

×

draw type

Grand Total *

Date

18/06/2024

Submit

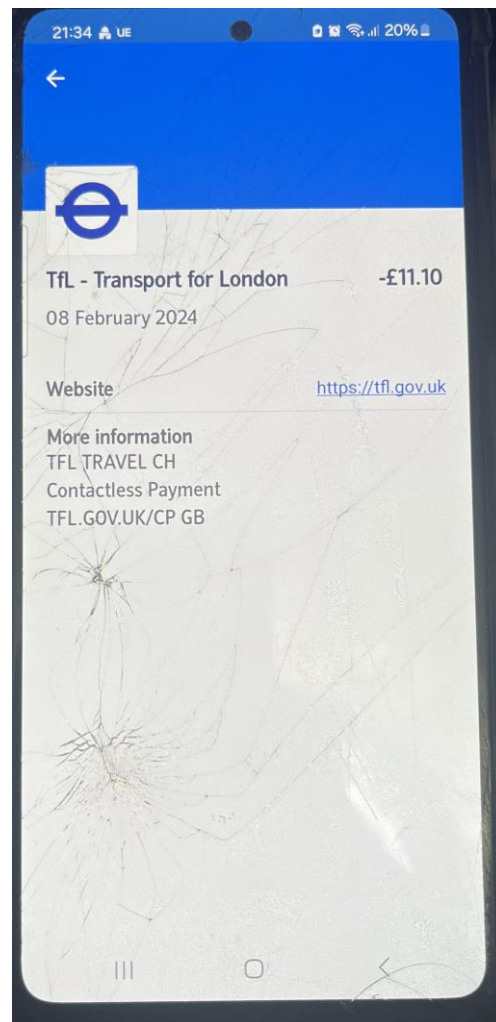
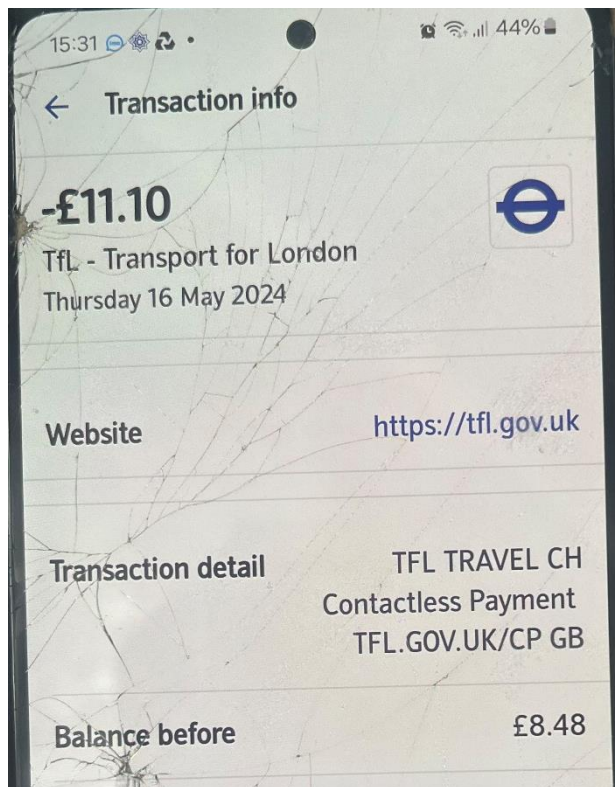
Save

- 2 Columns
- 1 for Travel Costs
- 1 for Subsistence
- Both columns will auto total
- Click add item for additional rows
- Add both columns and then put in the Grand Total
- Payment will be made by Bank Transfer
- Click upload to add receipts
- Save function

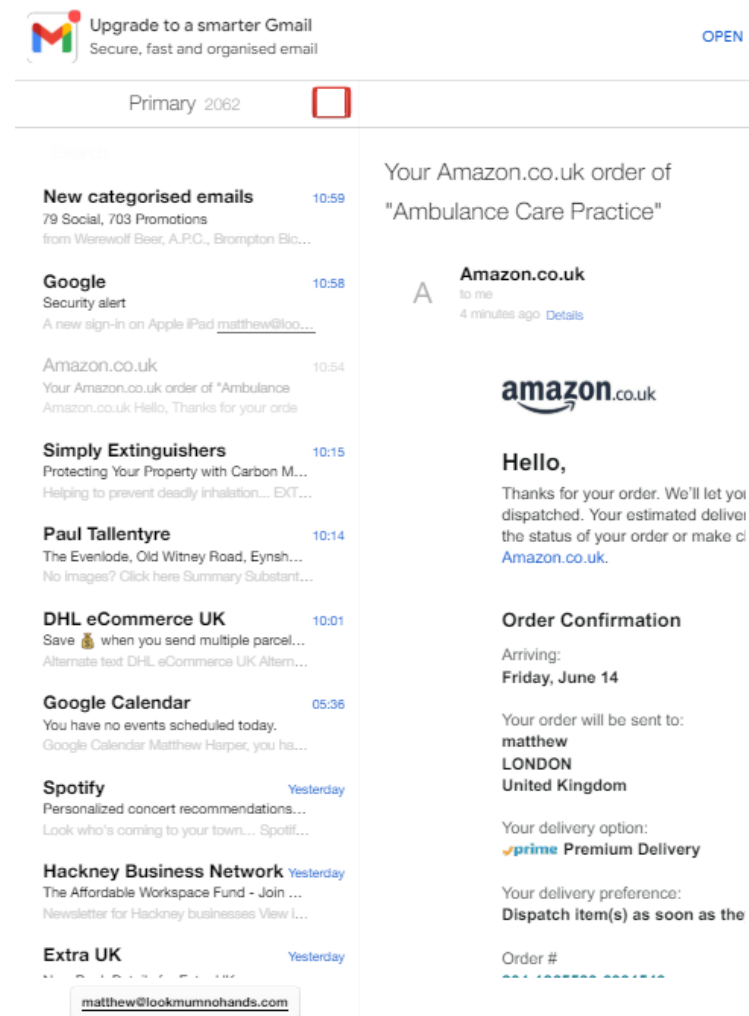
Do's and Don'ts

- Don't submit a claim every week if you are on a 12 week course
- Equally, don't do all 12 weeks in one go
- Submit every 4 – 6 weeks
- Don't submit without any receipts
- Do ensure your receipt is clear and legible and shows the date you are claiming for along with the cost
- Examples on next slide

Do not submit like this.....



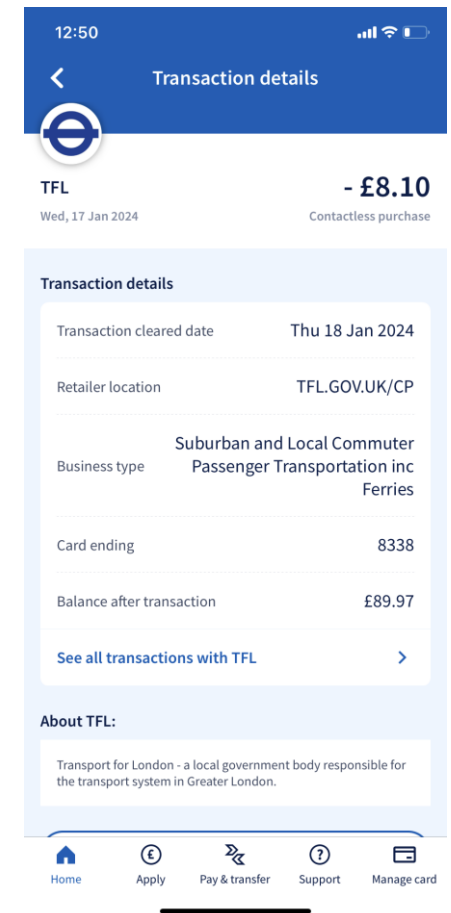
- Take a screenshot – Much clearer



Item listed but no address or cost

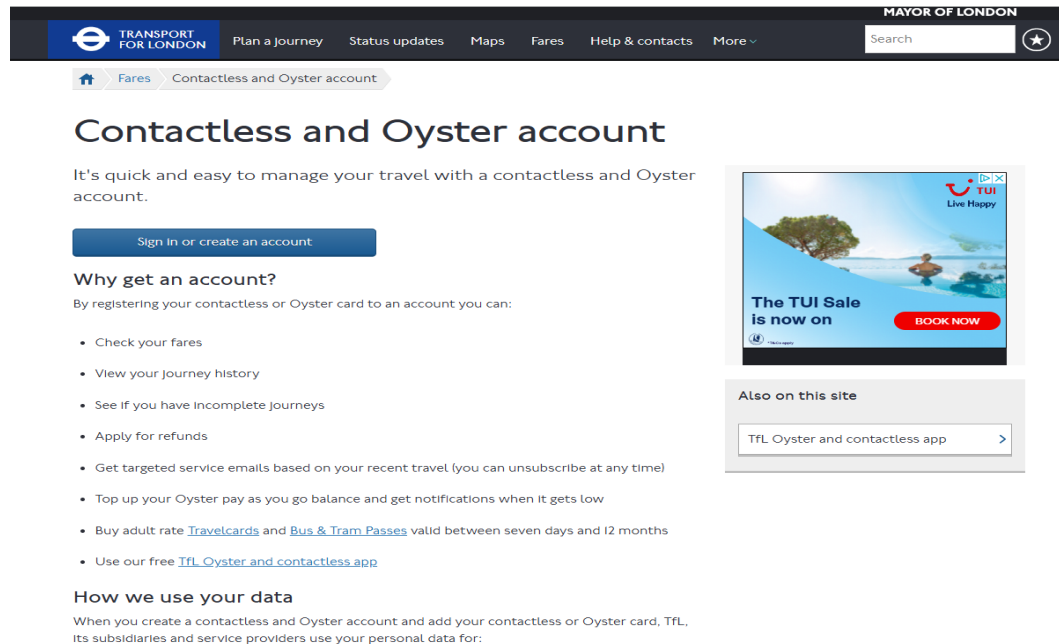
Screenshots

- Screenshots can be taken on a mobile phone
- Or on a computer by pressing the 'Print Screen' button
- Paper receipts or tickets can be a photo.
- Ensure a clear background and use your mobile or ipad



Contactless

- Register for a Contactless and Oyster account
- <https://tfl.gov.uk/fares/contactless-and-oyster-account>



The screenshot shows the TFL website header with the Mayor of London logo and navigation links. The main heading is "Contactless and Oyster account". Below it, there is a "Sign in or create an account" button. A section titled "Why get an account?" lists several benefits of having an account, such as checking fares, viewing journey history, and applying for refunds. A "Also on this site" section features a link to the "TFL Oyster and contactless app".

TRANSPORT FOR LONDON MAYOR OF LONDON

Plan a Journey Status updates Maps Fares Help & contacts More ~ Search

Fares Contactless and Oyster account

Contactless and Oyster account

It's quick and easy to manage your travel with a contactless and Oyster account.

[Sign in or create an account](#)

Why get an account?

By registering your contactless or Oyster card to an account you can:

- Check your fares
- View your journey history
- See if you have incomplete journeys
- Apply for refunds
- Get targeted service emails based on your recent travel (you can unsubscribe at any time)
- Top up your Oyster pay as you go balance and get notifications when it gets low
- Buy adult rate [Travelcards](#) and [Bus & Tram Passes](#) valid between seven days and 12 months
- Use our free [TFL Oyster and contactless app](#)

How we use your data

When you create a contactless and Oyster account and add your contactless or Oyster card, TFL, its subsidiaries and service providers use your personal data for:

- Register your debit/credit card
- All journeys will be stored
- Receipts can be downloaded

Final points

- No Receipt = no payment
 - Receipts must be clear and itemised
 - Subsistence can only be claimed if lunch isn't supplied
 - Fill in the claim form correctly
-
- Claims may not be processed straight away and can take a couple of weeks to be processed, so please do not submit weekly as this delays the entire process.

Any questions?



Travel Expenses Form



Book Grant Claim Form