



Branch 03512

CB no.	
--------	--

EXPENSES CLAIM FORM

Please send to: Eddie Brand, Unison Branch Secretary @ Waterloo HQ with supporting receipts.

NO EMAILS ACCEPTED

Name	<input type="text"/>	1) ALL expenses MUST be accompanied by a valid receipt. 2) Explanation required when mileage claimed instead of public transport used. (Current rate 45p / mile) 3) All service related / requested meetings must be claimed directly from LAS ,not UNISON.
Address	<input type="text"/>	
Postcode	<input type="text"/>	

TRAVEL (Meetings attended & location)		Distance	Mileage	Tickets	Subs
DATE			£	£	£
DATE			£	£	£
DATE			£	£	£
DATE			£	£	£
DATE			£	£	£
DATE			£	£	£
DATE			£	£	£
DATE			£	£	£
DATE			£	£	£
DATE			£	£	£
SUBTOTALS			£	£	£

ANY ADDITIONAL EXPENSES (Stationery / mobile phone /parking etc)		
DATE		£
DATE		£
DATE		£
DATE		£
DATE		£
Please add all subtotals (including from any continuation sheet) for Grand Total.		SUBTOTAL £

Payment by BACS	<input type="checkbox"/> Branch only	Cheque	<input type="checkbox"/>	(Tick 1)	GRAND TOTAL	£
SIGNED	<input type="text"/>	DATED	<input type="text"/>			

OFFICIAL USE ONLY		
Date received	<input type="text"/>	<input type="text"/>
Date processed	<input type="text"/>	<input type="text"/>
Cheque no.	<input type="text"/>	BACS ref. <input type="text"/>