

## Travel & Subsistence Expenses Claim Form

This form must be used to reclaim expenses incurred during travel, courses, conferences, etc., that are usual day-to-day stewards duties or those undertaken with prior agreement of the branch committee. Note that that you must include valid receipts for all non allowance subsistence rates. Please see overleaf for current subsistence rates. **PLEASE COMPLETE IN BLOCK CAPITALS**

<b>1</b>	Name			
	Address			
	Postcode			
	Telephone			

<b>2</b>	Reason for travel			
	Location			
	From date		Time	
	Return date		Time	

<b>3</b>	Please complete the claim sections below as appropriate*:			
	Car/Bike Mileage	( _____ miles @ £_____ per mile )		
	Bus/Rail/Air Fares	Notes:		
	Taxi Fares			
	Meals/Allowance			
	Accommodation			
	Other Expenses			
<b>TOTAL CLAIMED</b>				

\* See overleaf for appropriate subsistence rates.

<b>4</b>	The preferred (and fastest) payment option is by direct bank credit to your account. For other options please contact the Branch Treasurer. If you have not previously provided your bank details please do so here:								
	Account No								
	Sort Code								

<b>5</b>	I certify that the above claim is true and accurate and directly relates to official union business. I have not claimed any part of the above from any other agency.			
	Signed			
	Date			

Return this form and appropriate receipts to: **Colin Jones, RGU IT Services, ICRGU Building, Garthdee Road, Aberdeen, AB10 7QG.** Email: c.jones@rgu.ac.uk Tel: 01224 262178

<b>Office Use Only</b>	Checked Date	This Reference	Cheque No	Total Amount

## How to complete

Section 1 – Complete your name and address. Expenses will be processed for the named individual subject to branch approval.

Section 2 – Please complete the reason for travel (e.g. Scottish Higher Education Conference), the location (e.g. Edinburgh), and the time and date you left and returned home.

Section 3 – Enter the expenses being claimed. For multiple days, please include the total amount – it should not exceed the allowances below.

Section 4 – Direct bank payment is the preferred payment option for expenses and will allow the fastest payment direct to your account. If you have not previously provided account details please enter them in this section. For alternative payment options contact the branch treasurer.

Section 5 – Sign and date the form, then return it to the address printed. Alternatively you may scan the form and receipts and email it. Please include all valid receipts.

## Current Subsistence Rates For information

### Approved subsistence rates per day (May 2018)

*If members do not provide receipts the following rates apply*

For periods away from home/work over 5 hours	£5.00
For periods away from home/work over 10 hours	£10.00
For periods away from home/work over 15 hours	£15.00
In addition to above if returning home after 8:30pm a dinner allowance of	£10.00

**OR**

*If receipts are provided, the following rates will apply*

Breakfast (leaving before 7am)	£5.45*
Lunch (away between 12noon and 2pm)	£7.10*
Dinner - <i>excluding alcohol</i> (return after 8.30pm)	£20.15*

**OR**

24 hour allowance – for residential courses/conferences (£50 pre tax)	£45.00
---	--------

*For courses/conferences where meals are provided £5 per lunch and £15 per dinner will be deducted from the amount claimed.*

### When paying personally for hotel/B&B Accommodation

Overnight Allowance (Hotel Bed & Breakfast)	£75.00*
Overnight Allowance (Hotel Bed & Breakfast maximum with receipt)	£90.00*

### Approved mileage/travel rates:

	<i>per mile</i>
Motor car:	£0.45
Motor cycle:	£0.24
Bicycle:	£0.20
Passengers on UNISON business (per passenger):	£0.05
Taxis (wherever possible public transport should be used)	as required*

*Members must seek the prior permission of the branch if they want to use their own vehicle.*

\* Receipts must be provided for these expenses.

Please note that these rates were correct at the date this form was circulated, but they may have been changed since. If appropriate your claim will be adjusted to take account of any new rates in force at the time reimbursement is made.