

Expenses Claims

Expenses must be claimed through the Belfast or Dublin Office using the expenses claim form provided.

Travel:

Members will be expected to utilise the most economical means of travel. For example, if members live close by each other and are travelling to the conference by car, we encourage them to travel together if this is practicable. You must list the name and membership number for any passenger transported in a member's vehicle on the 2nd page/reverse of the expense form. A delegate who is a passenger claimed for in this way cannot claim separate travel expenses.

Used tickets (not collection or credit card receipts) to be submitted as evidence. Members are required to book the most economical fare unless not practicable. Used tickets will not be required to be submitted where not commonly available or impractical (e.g. leapcard, local bus.) but you must detail separately each journey and fare paid for non-receipted travel.

Taxis can only be utilised where essential and an explanation must be attached. The expectation is that public transport will be used where available and practicable.

Daily Subsistence Claims:

Breakfast – All delegates will have breakfast provided at their hotel

Lunch - There will be lunch provided on Monday, 22nd and Tuesday 23rd June

Evening meal – There will be a Gala Dinner on Monday, 22nd June

There is an option to claim expenses in advance of conference. Please contact your relevant Finance Team for further details (contact details below).

- 1) Claim after the conference** - You may claim all expenses (subsistence, travel and loss of pay allowance (if applicable). You should submit your claim from the time/date you left home to the time/date you returned home. Include all travel receipts. The subsistence claims are based on the 24-hour clock so the amount you can claim will depend on how long you were away from home.
- 2) Loss of pay:**
Claims for loss of pay can only be processed in accordance with the guidance notes set out on the reverse of the expenses form. Please seek assistance from your Regional Officer where your employer will not give you paid release to attend the conference. Don't forget you will also need to provide proof that you have lost the pay you are claiming. (A letter from the Employer stating the Net amount lost is the most convenient)
- 3) The Finance Team may adjust your claim should your claim be incorrect. So that we can verify which allowance you are eligible to claim please include the time you left and returned home on your claim form.**

NI Delegate expense forms return to:

Finance Team, Belfast: FREEPOST RLSJ-KXHJ-LSXG, Unite, 26-34 Antrim Road, Belfast BT15 2AA
T: 028 9023 2381 E: ExpensesNI@unitetheunion.org

ROI Delegate expenses forms return to:

Finance Team, Dublin FREEPOST F3952, Unite House, 55/56 Middle Abbey Street, Dublin 1 D01 X002
T) 01 8734577 E: ROIexpensesqueries@unitetheunion.org