

REIMBURSEMENT OF EXPENSE CLAIMS

Nottingham City UNISON is committed to encourage full participation in trade union activities of all members. The needs of the individuals who undertake activities on behalf of the Branch are important and no one should be excluded from participating in the Branch due to their individual circumstances.

The Branch will reimburse Branch Offices, Convenors, Stewards, Members of Branch Working Parties and delegates to outside bodies travelling and out-of-pocket expenses incurred whilst on Branch Business.

A principle of the Branch is that no member will be out of pocket undertaking UNISON activities.

Reimbursement will be on the basis of **additional expenditure incurred** i.e. the difference between expenditure which would have been incurred had the claimant not been on UNISON business and the expenditure actually incurred. E.g. If the distance from home to work is 6 miles but instead the person attends a union meeting 10 miles from home, the miles you should claim is 4 miles.

TRAVELLING

Reimbursement for travelling will be at the following rates:-

- 40p per car mile with a supplement of 20% for accompanying passengers or 2nd class rail fare (whichever is the most convenient)
- Actual Bus Fare
- Bicycle rate 15p per mile
- Motorcycle rate 20p per mile

Car Parking to be paid only if a receipt is attached to claim form.

The Branch may authorise taxis if appropriate to the circumstances of the individual.

Where travelling costs can be minimised by taking advantage of special rail offer fares, or by sharing a vehicle, it is expected that, where reasonably practical, this will be done.

SUBSISTANCE

Reimbursement of subsistence can only be claimed in the following circumstances:

- For attendance on UNISON and other training courses where attendance has been authorised.
- For attendance as a delegate to meeting and conferences

Reimbursement of £3 for attendance on daytime training course **where no meal** is provided. If the rates are felt to be inappropriate claims backed up with receipts and full details will be considered by the F & A Sub-Committee.

CHILDCARE – GENERAL

If, to undertake activities on behalf of the Branch, a Steward or other representative requires a childminder **for additional hours than usual**, the Branch will reimburse at a rate of upto £3.50 per hour. **Receipts will be required.**

Nursery Nurses employed to staff crèches at Annual General Meetings will be reimbursed each at the rate of £7.50 per hour plus travel costs with a minimum of £15 per session.

There is a separate claim form for childcare / dependant care.

TELEPHONE

The Branch will reimburse the cost of telephone calls made on behalf of the Branch where they could not have reasonably been made from UNISON offices.

OVERNIGHT EXPENDITURE / CONFERENCES

The Branch will normally book accommodation. The costs of exceed £40 per night bed and breakfast for an individual. When be booked at this rate the Branch may approve a higher rate.

- Lunch will be reimbursed at the rate of £8 per day **where**
- Evening meals will be reimbursed at the rate of £15 per d **provided**
- Out of pocket expenses will be reimbursed at £5 for each

For individuals whose children accompany them to conferences the Branch will pay for their accommodation. The Branch will also pay subsistence for children attending conference with their parents at the following rate:

- Where crèche is provided £10.00 per day per child
- Where no crèche is provided £20.00 per day per child

For individuals whose children who do not accompany them to conferences, the Branch will reimburse their childcare expenses at the following rates:-

- £24.70 per day per child
- £12.35 per night per child

An extra 20% for additional children (upto a maximum of 3) will be reimbursed.

N.B. receipts will be required

Please complete the childcare and dependants care expense form for claims relating to childcare

CLAIMING EXPENSES

- Please return all completed forms to the Branch Secretary for authorisation.
- Please attach all receipts and give full details of expenses claimed.
- Claims will take upto 7 days to process. If you need to claim in advance or you need to claim your expenses urgently, please contact the Branch Secretary