EXPENSE CLAIM FORM

Address Postcode Member of Council Yes/No Member of Standing Orders Committee Yes/No Delegate for Local Association or FELA ULA Parliant Tick days attending the AGM Wednesday Thursday Friday Saturday 2 Subsistence: No fdays @ daily rate of £17 £ Islands only: Detail below extra subsistence incurred travelling to and from AGM- please attach any receipts Left home: Time Date £ Arrived home: Time Date £ Subsistence: Contact the Finance Manager or Accountant Please circle type of travel and show each individual travel cost Train/Bus/Taxi/Plane/Boat: From To £ Train/Bus/Taxi/Plane/Boat: From To £ £ Train/Bus/Taxi/Plane/Boat: From To £ Train/Bus/Taxi/Plane/Boat: From To £ Please obtain receipts for all taxi fares and give reason for use £ # 4 Mileage allowance: Agreement to claim this must be obtained in advance of travelling to the AGM please complete below. £ Date agreed By Finance Manager or Accountant É	ng Orders Committee Yes/No ssociation or FELA ULA Parliament rsday Friday Saturday	Postcode Member of Council Yes/No Member of Standing Orders Committee Yes/No Delegate for Local Association or FELA ULA Parliament Tick days attending the AGM Wednesday Thursday Friday Saturday Subsistence: No of days @ daily rate of £17 £ Islands only: Detail below extra subsistence incurred travelling to and from AGM- please attach any receipts Left home: Time Date £ Arrived home: Time Date £ Date £ Advance payment of air fares - contact the Finance Manager or Accountant Aclance payment of air fares - contact the Finance Manager or Accountant Please circle type of travel and show each individual travel cost Train/Bus/Taxi/Plane/Boat: From To £ Train/Bus/Taxi/Plane/Boat: From To £ <th>Postcode Member of Council Yes/No Member of Standing Orders Committee Yes/No Delegate for Local Association or FELA ULA Parliament Tick days attending the AGM Wednesday Thursday Friday Saturday Image: Saturday Subsistence: No of days © daily rate of £17 £ Image: Saturday Image:</th> <th>Postcode Member of Council Yes/No Member of Standing Orders Committee Yes/No Delegate for Local Association or FELA ULA Parliament Tick days attending the AGM Wednesday Thursday Friday Saturday Image: Saturday Subsistence: No of days @ daily rate of £17 £ Islands only: Detail below extra subsistence incurred travelling to and from AGM- please attach any receipts Left home: Time Date £ Arrived home: Time Date £ Train/Bus/Tax/Plane/Boat: From To £ Train/Bus/Tax/Plane/Boat: From To £ Train/Bus/Tax/Plane/Boat: From To £ Train/Bus/Tax/Plane/Boat: From To £ Train/Bus/Tax/Plane/Boat: From To<th>Postcode Member of Council Yes/No Member of Standing Orders Committee Yes/No Delegate for Local Association or FELA ULA Parliament Tick days attending the AGM Wednesday Thursday Friday Saturday </th><th>Postcode Member of Council Yes/No Member of Standing Orders Committee Yes/No Delegate for Local Association or FELA ULA Parliament Tick days attending the AGM Wednesday Thursday Friday Saturday Subsistence: No of days @ daily rate of £17 £ Islands only: Detail below extra subsistence incurred travelling to and from AGM- please attach any receipts Left home: Time Date £ Arrived home: Time Date £ Arrived home: Time Date Fares: Please attach tickets/receipts where possible. 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Signed	Date
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I herewith certify that I attended the Annual General Meeting on the days indicated above.

Subsistence: Council, SGAs and Parliamentary Association

Headquarters will arrange accommodation, dinner and breakfast. If staying with your Local Association delegation then accommodation, dinner and breakfast will be paid by the Local Association and an allowance reclaimed from Headquarters. A daily rate of £17 may be claimed by delegates.

Sort Code

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Subsistence: Local Association Delegates

Local Associations are responsible for payment of accommodation, dinner and breakfast for their delegates.

Domestic Animals:

Account No

7

A receipted account from a boarding kennel is required

Up to £19.00 per 24 hour period

Travelling Expenses:

- normally, travelling expenses between home and place of meeting should be equivalent to the cost of public a. transport (standard class rail and/or bus) plus, where essential, taxi hire.
- members who travel by car may claim an amount equivalent to the cost of such public transport. However, if travel b. by car has been previously approved, the rate is 45p per mile.
- where exceptional circumstances can be clearly shown, the Finance Sub-Committee may authorise travelling с. expenses in excess of the above.
- Expense Claim Forms must be submitted as soon as possible after the AGM. Claims received more than 6 months d. after the AGM will only be paid in exceptional circumstances and require to be authorised by Finance Sub-Committee.
- Payment is by BACS transfer. e.

Accident Insurance:

Delegates are insured free of cost against accidents whilst travelling to and from the meeting.

Please submit your completed expense claim form, including scans or photos of all receipts, to <u>lhiggins@eis.org.uk</u>

Electronic signatures/typed name will be accepted.