

The Educational Institute of Scotland - Annual General Meeting, June 2023

EXPENSE CLAIM FORM

1 Name _____	EIS No _____
Address _____	
Postcode _____	
Member of Council Yes/No _____	Member of Standing Orders Committee Yes/No _____
Delegate for _____	Local Association or FELA <input type="checkbox"/> ULA <input type="checkbox"/> Parliament <input type="checkbox"/>
Tick days attending the AGM	Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/>

2 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 _____
Details _____

3 Fares: Please attach tickets/receipts where possible.
Advance 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 _____	£ _____
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

If prior agreement has not been given, payment will be withheld and a letter of enquiry issued.

No of miles _____ @ 45p per mile £ _____

Names of Passengers _____

5 Dependants Allowance: SEE RECEIPT REQUIREMENTS BELOW
Any period between 4.00pm and Midnight, Thursday – Friday or 8.00am to 4.00pm on Saturday

Date	From - To	No of Hours	Up to £8.50 or Specialist/adult care rate £9.50
		x	£ _____
		x	£ _____
		x	£ _____
Overnight:	No of nights _____		Up to £56 or specialist/adult care rate up to £100
		x	£ _____
Domestic animals - receipt required		No of 24 hours _____	x up to £19.00 _____ £

***A receipt showing the name and address of the childminder and signed by them is required in order to establish a claim for any overnight period or for any other claim in excess of £50**

Covid Testing
We signed up to the "Covid Safety Pledge" and request that delegates test themselves before coming to AGM, and before Friday and Saturday sessions commence.

Covid test costs will be reimbursed. A small number of tests will be available at the EIS office. **Test Kit** £ _____

TOTAL CLAIM	£ _____
--------------------	---------

6 Bacs transfer:

Paying subs by Direct debit – Use bank details from membership - tick here

Or: Not paying by Direct Debit or if you wish us to credit another account - show account details below

Account No

Sort Code - -

7 I herewith certify that I attended the Annual General Meeting on the days indicated above.

Signed _____ Date _____

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.

Subsistence: Local Association Delegates
Local Associations are responsible for payment of accommodation, dinner and breakfast for their delegates.

Domestic Animals:
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 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 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 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 after the AGM will only be paid in exceptional circumstances and require to be authorised by Finance Sub-Committee.
 - Payment is by BACS transfer.

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 lhiggins@eis.org.uk

Electronic signatures/typed name will be accepted.