



Branch No. 21551

c/o Severn Trent Services  
Arley Drive  
Birch Coppice Business Park  
Tamworth  
B78 1SA

# Expenses Claim

**Claimant:** Name: .....

Tel: 02477 715700  
email: unison.severntrent@btconnect.com

Address for payment: .....  
.....

Date	Time Out#1	Time In	Details of activity for which claim is being made *	Amount Claimed	
				£	p

The above expenses have been necessarily and properly incurred whilst undertaking activities on behalf of the branch.

Total amount claimed: £ ..... Signed: ..... Date: .....

Approved: ..... Date paid: ..... Cheque No: .....

\* For car expenses, enter places travelled from and to, and total miles claimed. Mileage rate is 45p per mile. For telephone or postage charges, enter name of person called or to whom sent. #1 Where subsistence claims are made the time of leaving and returning to home/work is required, particularly where an overnight stay has been made, as it will not be possible to approve the expenditure without this information. Note that where the branch has pre-paid for accommodation a £5 per day out of pocket allowance is available. All claims will be paid in accordance with the current NEC scheme of branch member expenses. Claims should reflect the actual amount spent (limited to the total of the appropriate allowance), and not be made for the total allowance where this has not been spent. Claims for expenses incurred should be supported by receipts which should be submitted with this form.