

# UNITE LAY MEMBER EXPENSE FORM EURO (excluding Education)

## CARER REIMBURSEMENT - EURO

Please complete this form in BLOCK CAPITALS in ink. Please ensure that this form is signed (authorised) by the person organising the event you attended and either hand or send it (signed) to the addresses below. This claim has, additionally, to be approved by the appropriate Assistant General Secretary.

Your Name (Carer):		Membership No (if any):			
Home Address:					
					Post Code:
<b>If you are not informing us of new bank details, please leave blank</b>					
Bank Name:		Account No:			
Account Name:		Sort Code:		<input type="checkbox"/>	<input type="checkbox"/>
Title of Meeting:			Venue:		
Dates of Meeting		From: [Date & Time]		To: [Date & Time]	
Date Leaving Home:			Date Returning Home:		
<i><b>IMPORTANT:- Complete the attendee's details immediately below if the Carers details are entered above.</b></i>					
Members Name:			Membership No:		
<b>CARERS CLAIM (Evidence of this expenditure must be attached)</b>					<b>Total Amount</b>
<b>Hours:</b>	Number of hours here	€12.90 per hour	Max: €103.20 per 24 hours		
<b>Days:</b>	Number of days here	€103.20 per day	Max: €103.20 per 24 hours		
<b>Total Claim</b>					
Signature of Carer:				Date:	
Signature of Member:				Date:	
<b>Daily Allowances</b>			<b>No.</b>	<b>Total Amount</b>	
Non-Overnight		€13.00 (€6.50 where a meal is provided)			
UK / RoI / Gibraltar Overnight		€26.00 (€15.60 where a meal is provided)			
<b>Authorised by Event Organiser:</b>	Name:	Signature:		Date:	
<b>Authorised by Central / Regional Administration:</b>	Name:	Signature:		Date:	

### WHERE TO SEND YOUR FORM:

**All members for non-National meetings - to appropriate Regional Office.**  
**Executive Council members for National meetings - to Holborn.**  
**All members for international travel (non-UK, RoI, Gibraltar) – to Holborn**

CareExpEU151121

### **Guidance Notes**

1. Unite will reimburse the cost of additional childcare/carers expenses up to €12.90 per hour. A maximum of €103.20 per 24 hour period is claimable, **where a signed receipt is provided.**
2. Members are not entitled to claim for expenses where care responsibilities that would normally be incurred during their regular working week; only those costs above their usual arrangements will be reimbursed.
3. Employing family members and claiming reimbursement is not permitted unless that family member is accredited.

### **WRONG CLAIMS**

**Any member whose claim(s) are subsequently proven to be wrong must re-pay the Union any amounts overpaid and shall, where the claim(s) are found to be fraudulent (a proper investigation having been conducted), the member shall, as appropriate, be subject to disciplinary procedures of the Union. The Union shall likewise pay the member any amounts underpaid.**

CareExpEU151121