

## Expenses Guidelines for Advance Representatives

Please read the information listed below to enable Advance reps to submit Expense Claims appropriately and to be clear as to what can be claimed.

Any expenditure that you incur which is not listed needs to be agreed with the General Secretary or Deputy General Secretary prior to making that expense.

### Claim Forms

Claim forms, completed and authorised, together with all required receipts should be submitted to the Advance office for verification and payment. Advance's auditors have requested that only original signed claim forms will be accepted. Photocopies and faxed copies will not be accepted except under exceptional circumstances and, in such cases, the original signed claim form must be forwarded as soon as possible. Claim forms relating to a particular month should be presented by the 15<sup>th</sup> of the following month, (for example, if claiming for April's expenses, claims should be received by 15<sup>th</sup> May).

### Hotel Accommodation

Only periods spent away from home that are in excess of 12 hours in any one day will justify the need for hotel accommodation.

### Travelling Costs

Standard Class public transport should be used at all times. On the rare occasions that you need to use a car, the cost of mileage will be reimbursed at the relevant Inland Revenue rates at the time. For any mileage claims, include a VAT receipt for petrol/diesel with your claim. (This enables Advance to claim back VAT).

Car Mileage can be claimed back at 45p per mile or 50p per mile if two or more passengers are in the vehicle.

### Subsistence Claims

#### **Advance Meetings**

When required to attend a meeting on behalf of Advance which involves leaving home before 7.30am and arriving back after 7.00pm, a subsistence allowance of up to £15 may be claimed for that day.

Attendance at Area sub-Committee meetings will be reimbursed, as follows:

- Travel costs between to meeting venues will be reimbursed.
- A lunch allowance of up to £6.50 can be claimed if a meeting is in excess of 5 hours.

Other allowances:

- A lunch allowance of up to £6.50 can be claimed if the meeting runs in excess of 5 hours.
- Up to £30 can be claimed for a dinner allowance if staying overnight.