



# South East Central CWU

Guide to expense claims (2016)

# Introduction

This is to explain how to fill in a monthly South East Central expense sheet.

Due to head office and HMRC rules it became necessary to alter the way the branches claim expenses back and a new form was introduced. However, South East Central officers wanted to continue to use a monthly form and not use the daily or weekly forms supplied by head office.

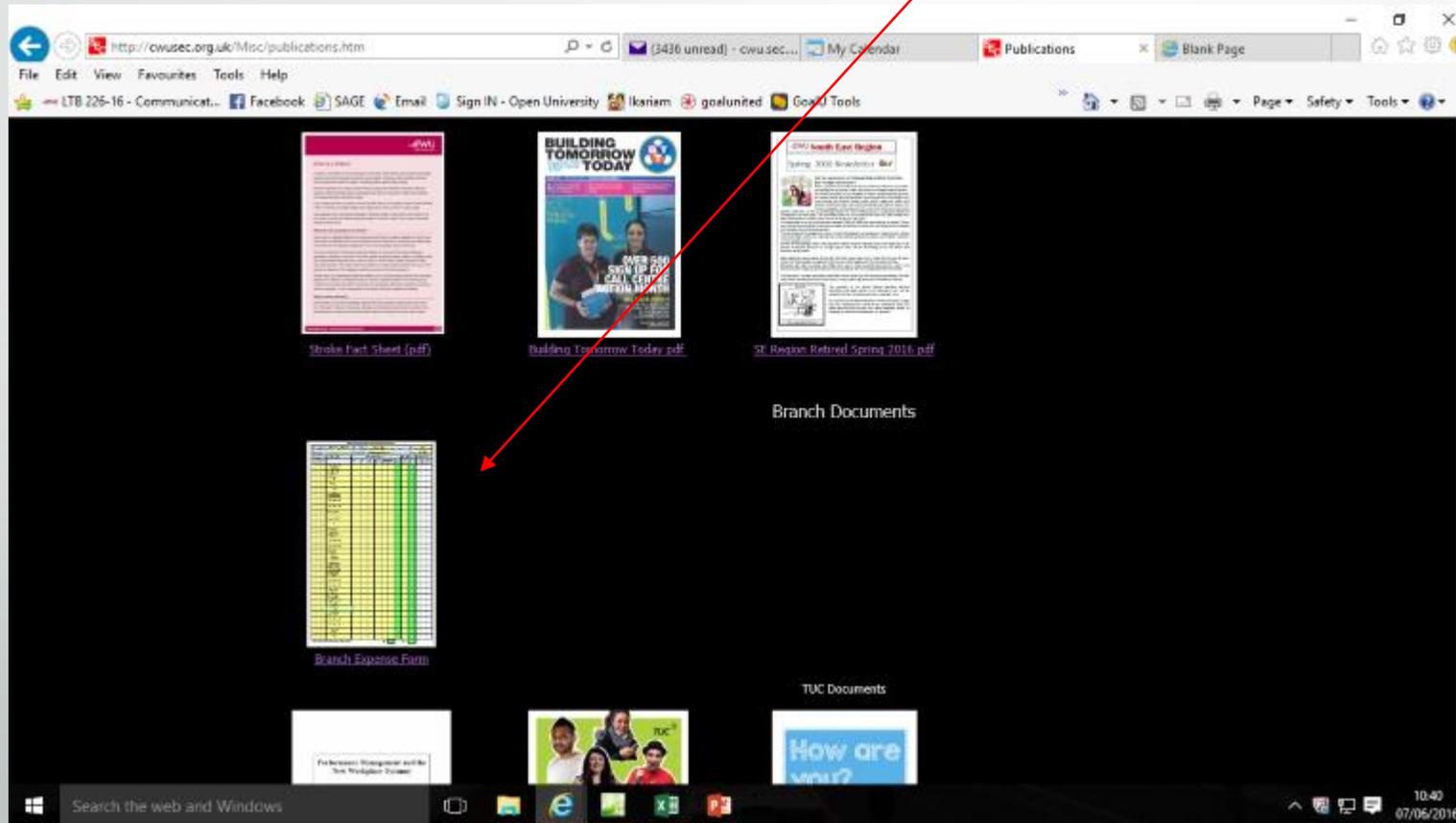
## Document History

**Version 1** – was a straight copy of the weekly sheet supplied by head office but on a excel version with space for 31 days (a whole month).

**Version 2** – had totals of expenses added to the bottom of the form for ease of entering totals onto SAGE. (June 2016)

**Version 3** – Errors in input by officers and advice from head office deemed a rewording of the columns. (Aug 2016)

Make sure you have the latest spreadsheet expense form by downloading from the South East Central CWU website <http://cwusec.org.uk/Misc/publications.htm>  
Click on the picture or words to download the excel spreadsheet.



# How to use the form

CWAU BRANCH MONTHLY EXPENSES CLAIM																	
Name of Branch			South East Central ZPBAN			Name of Claimant			Month								
This is to verify that the commitments listed have been undertaken and the expenses claimed are in accordance with the Union's Policy and Procedures and have necessarily been incurred by me.																	
Signature			Position Held			Date											
Date and Time Leaving and Returning to Office		Commitments undertaken			Travel & Expenses						Sales		Total		Authorisation		
					Location (Postcode)		Travel Expense	Other Expense	Mileage subject to Business Insurance		Cost at 0.45	Sales i/p	Total	Budget Holder	Budget Code	Auth By	
Date 01/01		Left Office 00:00	Return Office 00:00	Describe in detail meetings, purpose of visit and other expense details for Sales for others					From Postcode	To Postcode	Total Mileage						

Once opened it should automatically open with a monthly expense sheets but if you look at the tabs at the bottom there should be 3 marked "Monthly", "Weekly" & "One Event".

The top section of the monthly and weekly expense sheet has sections which you have to fill in to advise us of "Name", "Month" or in the case of weekly "Week", Your "Signature", the "Position Held" within the branch, and the "Date" you send in the claim.

CWU BRANCH MONTHLY EXPENSES CLAIM																
Name of Branch			South East Central 27049			Name of Claimant				Month						
This is to certify that the commitments listed have been undertaken and the expenses claimed are in accordance with the Union's Policy and Procedures and have necessarily been incurred by me.																
Signature:							Position Held				Date					
Date and Time Leaving and Returning to Office			Commitments undertaken			Travel & Expenses						Subs	Total	Authorization		
Date	Left Office	Return Office	Describe in detail meetings, purpose of visit and other expense detail (inc Subs for others)	Commitment Location (furthest)	Travel Expense	Other Expense	Mileage subject to Business Insurance				Subs E p	Total	Budget Holder	Budget Code	Auth By	
							From Postcode	To Postcode	Total Mileage	Cost at 0.45						
01/01	00:00	00:00														

You will notice that you should only be able to fill in and alter the yellow areas. Should you want to alter anything the form is password protected, so please contact the financial secretary for the password and to inform what you want changed.

	A	B	C	D	E	F	G	H	I	J	K	M	N	O	P	Q	R	S			
2	<b>CWU BRANCH MONTHLY EXPENSES CLAIM</b>																				
4	Name of Branch				South East Central 27049			Name of Claimant								Month					
5	This is to certify that the commitments listed have been undertaken and the expenses claimed are in accordance with the Union's Policy and Procedures and have necessarily been incurred by me.																				
6	Signature								Position Held								Date				
9	Date and Time Leaving and Returning to Office			Commitments undertaken			Travel & Expenses						Subs	Total	Authorisation						
10		Date	Left Office	Return Office	Describe in detail meetings, purpose of visit and other expense detail inc Subs for others			Commitment Location (furthest)	Travel Expense	Other Expense	Mileage subject to Business Insurance			Subs £ p	Total	Budget Holder	Budget Code	Auth By			
11	01/01	00:00	00:00	From Postcode							To Postcode	Total Mileage	Cost at 0.45								
12																					
14																					

1

2

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- 1 The first box on the monthly form should be the first date of the month ie March 1<sup>st</sup> and should be entered in 01/03 format, even if that date is on the weekend.
- 2 This is the **time you spent out of the office** – HMRC states you have to be out of your office for 4 hours or more to claim a subsistence. This is not your start and finish time, just time out of the office. If out several times a cumulative amount would
- 3 Commitment details box is for reason for being out of office and any other expense incurred ie bought stationary, met member. If a lunch is brought for another person then this must be stated who the person is.
- 4 Commitment location would be the town etc, if more than one location visited put the furthest one away and enter other details in the commitment details box on the left.

CWU BRANCH MONTHLY EXPENSES CLAIM																	
Name of Branch			South East Central 27049			Name of Claimant						Month					
This is to certify that the commitments listed have been undertaken and the expenses claimed are in accordance with the Union's Policy and Procedures and have necessarily been incurred by me.																	
Signature						Position Held						Date					
Date and Time Leaving and Returning to Office			Commitments undertaken			Travel & Expenses						Subs	Total	Authorisation			
Date	Left Office	Return Office	Describe in detail meetings, purpose of visit and other expense detail inc Subs for others			Commitment Location (furthest)	Travel Expense	Other Expense	Mileage subject to Business Insurance			Subs £	p	Total	Budget Holder	Budget Code	Auth By
01/01	00:00	00:00							From Postcode	To Postcode	Total Mileage	Cost at 0.45					

5 6 7 8 9 10

5 Travel Expense is cost of travel, ie fares parking & tolls

6 Other expense is any other expense incurred ie purchasing stationary but this should be stated what items are bought in the commitment details box.

7 From postcode only is needed if mileage is being claimed and it would be you start location ie home address or BT HQ – if in doubt what this should be, ask.

8 Destination postcode of where you are going – if multiple places put furthest destination and note where else travelled in commitment details box

9 Total Mileage travelled – Audits will be done via AA auto-route, on monthly basis

10 Subs claimed have to be supported by receipts - amounts claimable are at the end of this presentation

# Example of Monthly Expense Sheet

CWU BRANCH MONTHLY EXPENSES CLAIM																
Name of Branch		South East Central 27049			Name of Claimant		A N Other				Month		March 2016			
This is to certify that the commitments listed have been undertaken and the expenses claimed are in accordance with the Union's Policy and Procedures and have necessarily been incurred by me.																
Signature		Unreadable			Position Held		Committee Member				Date		04/04/16			
Date and Time Leaving and Returning to Office			Commitments undertaken			Travel & Expenses						Subs	Total	Authorisation		
Date	Left Office	Return Office	Describe in detail meetings, purpose of visit and other expense detail inc Subs for others	Commitment Location (furthest)	Travel Expense	Other Expense	Mileage subject to Business Insurance				Subs £ p	Total	Budget Holder	Budget Code	Auth By	
01/01	00:00	00:00					From Postcode	To Postcode	Total Mileage	Cost at 0.45						
01-Mar	09:00	15:00	Openreach Branch Forum HQ, car park Tonbridge	Wimbledon	£23.50	£2.50	TN4 9TN	SW19 1RX	9	£4.05	£6.53	£36.58				

On March 1<sup>st</sup> after being at work in the Tunbridge Wells office (my HQ) I drove to Tonbridge Railway station at 09:00. I paid a £2.50 car park fee and caught a train which cost £23.50. Whilst at Wimbledon I bought a lunch which cost £6.53. After the meeting I returned back on the train and drove back to the office and arrived back in the office at 15:00. This would make the total claim for the day of £36.58 (you will note the green areas automatically do the maths for you)

Note Mileage should be either rounded up or rounded down. The journey to Tonbridge is 4.7 miles so doubled it becomes 9.4 therefore it is rounded down to 9 (if it was 9.5 or above it would have been rounded up)

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- The previous example shows only one entry on the monthly expense sheet, we would expect that all the other days would be filled in too (there are 31 dates available).
  - When you submit a monthly expense form you must also submit all relevant receipts for expenses claimed.
  - Expenses receipts should be presented in dated order and given to the financial secretary in a timely manner for reimbursement.
  - Day Subsistence expenses should be either at the beginning of the day or around lunchtime unless in exceptional circumstances, ie coffee from motorway services on way home.
  - Each expense form should be signed and printed out except the financial secretary will accept an emailed form if there are no receipts and is emailed from a known email address.
  - The Financial Secretary shall examine receipts and check mileage claims prior to any reimbursement and query any issue.
  - Should you have just a one off meeting and claim nothing else then you should use the "one event spreadsheet".
  - All spreadsheets only allow you to fill in the yellow areas. Green areas are automatically filled in by the spreadsheet formula as you go.
  - You should keep a copy of your expense claim.

Current agreed branch expense levels

**Mileage**

£0.45 pm for first 10,000 miles in a motorcar, then reduced to £0.25 for subsequent mileage

£0.24 pm for motorbikes (not accounted for on this expense sheet)

£0.20 pm for pus bikes (not accounted for on this expense sheet)

**Subsistence Payments**

Away from office for >4 and <8 hours up to £7.50

Away from office for >8 hours and <12 hours up to £10.00

Away from office for >12 hours

Overnight allowance £140.00 with personal incidental expense of £5.00

It is anticipated that branch officers would only claim up to £7.50 in normal circumstances.

Correct as of August 2016