

Local Officer Expense Form

(for expenses other than mileage or subsistence)

Claimant's details (if being paid directly to an officer)	Name	
	Post held	
	Member #	
	Signature	

This claim form should be used for reimbursement of expenses incurred or payments made wholly on behalf of the NASUWT. All claims must be made in accordance with NASUWT Local Financial Procedures which is available online to all NASUWT members at NASUWT.org.uk/financeprocedures.

All claims must be accompanied by a original itemised receipts

Exp Code	Description of Expense	Reason for Expenditure	Amount	Receipt Ref
0117	Telephone			
0118	Postage			
0126	Printing			
0127	Stationery & Consumables			
0136	Cost of Meeting			
0137	Regional Conference			
0163	Social Functions			
0172	Recruitment Expenses			
0181	Affiliation Fees			
0185	Donations			
0187	Unregistered Carer Allowances (taxable)			
0190	Other			
0191	Unreceipted Expenditure			
0197	Capital Expenditure			
			Total Claim	

To be completed by local officer processing the claim:

Please indicate which of the following the claim is being made to and insert name and code:

LA	FED	REG COM	Exec NI/Scot/Cymru
Name			Code
Online bank pay ref no.		or cheque no.	
Date payment made			

Details of Local Officer Authorising Payment:

Name		Signature	
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