

Travel and Care Expenses



The Union will reimburse students who have been financially disadvantaged by carrying out duties related to their role as a representative or through attending Union training events. Full details of the terms of these expenses can be viewed on the Union's website at www.ueastudent.com.

All claims must be supported by receipts for the expense incurred.

Claimant details:

Name.....Role.....

Event attended.....

Date of event/...../.....

Start Time.....End Time

Claim for care expenses

Name of dependent

Relationship to student.....

Name of qualified caring professional

Receipt attached forhours @per hour.

Amount claimed.....

Office use

Confirmed

Confirmed

Receipt
attached

Claim
agreed

Receipt must clearly show date and time of care provided.

Claim for travel expenses

Please refer to the map and details available on www.ueastudent.com before making a claim.

Home address or placement location. [Please attach proof of address]

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Expense incurred

Bus/Train * toticket attached

Or Taxi toreceipt attached

Or Mileagemiles atpence per mile.

Reason for taxi or mileage claim.....

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Evidence
seen

Amount
claimed

Authorised

* (delete as applicable)