



22 Edmund Street
Bradford
BD5 0BH

Phone: (01274) 414664

To NUT Officers, Health and Safety Representatives, School Reps etc.

Dear Colleague,

Please find attached an expenses claim form for this term. Thank you for your efforts over this period.

Please ensure that travel expenses are supported by dates, places and the mileage involved for each visit. Any other receipts should also be attached.

Please note the mileage allowance rate is 45p per mile.

Please place claims promptly. This form may be sent as an attachment along with receipts to:
deane.narayn-lee@neu.org.uk

Remember, you can always get me to put your expenses direct into your bank account, just let me know if you would prefer this (if it doesn't already happen).

Best wishes,

Deane Narayn-Lee (Treasurer)

Spring 2020 EXPENSES

NAME

ADDRESS

POSITION IN UNION

| CLAIM | £ |
|-----------------------------|---|
| Travel miles @ 45p per mile | |
| Bus/Train fare | |
| Postage | |
| Telephone | |
| Other(Please specify) | |
| | |
| | |
| | |
| TOTAL | |

Signed

Date