

COMMUNICATIONS WORKERS' UNION

CWU Seminar Waterford – 20<sup>th</sup> & 21<sup>st</sup> April 2023

In connection with payment of your expenses for attendance at CWU Seminar, please complete and return this form to Head Office to reach us as soon as possible but not later than Friday 24th March 2023. The Executive appeals to Delegates to keep cost of substitution expenses to a minimum.

Arrangements should be made locally for special leave to attend Seminar. The cost of the special leave will be paid by the Branch therefore, Delegates are requested to take the minimum amount of leave necessary.

EXPENSE CLAIM FORM

Meals and Expenses: \_\_\_\_\_ € \_\_\_\_\_
(to be filled in by Head Office) (State Number of Days)

Rail/Bus Fare from \_\_\_\_\_

to \_\_\_\_\_

Waterford (return) \_\_\_\_\_ € \_\_\_\_\_

TOTAL €=====

Official Name: \_\_\_\_\_

Address: \_\_\_\_\_
\_\_\_\_\_

Staff No.: \_\_\_\_\_

NB: Please insert staff number to avoid delay with payment

Branch: \_\_\_\_\_

CONFERENCE EXPENSES WILL BE PAID BY ELECTRONIC FUND TRANSFER ONLY

BANK DETAILS:

NAME OF BANK: \_\_\_\_\_ PLEASE PRINT

NAME ON ACCOUNT: \_\_\_\_\_ PLEASE PRINT

IBAN: [Grid of boxes for IBAN entry]

ACCOUNT NO: \_\_\_\_\_ SORT CODE: \_\_\_\_\_

FOR OFFICE USE ONLY

Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Authorised by GS : \_\_\_\_\_