SCALE A & C

COMMUNICATIONS WORKERS' UNION

CWU Seminar Dun Laoghaire 28th & 29th April 2025

In connection with payment of your expenses for attendance at CWU Seminar, please complete and return this form to Head Office to reach us not later than **Friday 21st March 2025.** 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 not be deducted from your pay. The Company will furnish the details later to the Union for payment. Therefore, Delegates are requested to take the minimum amount of leave necessary.

EXPENSE CLAIM FORM

Meals and Expenses: _____2_____ € _____
(*to be filled in by Head Office)* (State Number of Days)

Rail/Bus Fare ONLY from _____

to _____

Dun Laoghaire (return) _____ € _____

TOTAL €==========

Official Name: _____

Address: _____

_____

Staff No.: _____

NB: Please insert staff number to avoid delay with payment

Branch: _____

EXPENSES WILL BE PAID BY ELECTRONIC FUND TRANSFER ONLY

BANK DETAILS:

NAME OF BANK: _____ **PLEASE PRINT**

NAME ON ACCOUNT: _____ **PLEASE PRINT**

IBAN: | | | | | | | | | | | | | | | | | | | | | | |

ACCOUNT NO: _____ **SORT CODE:** _____

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FOR OFFICE USE ONLY

Amount: _____ Date: _____ Authorised by GS: _____