

**British
Skydiving
5 Wharf Way
Glen Parva
Leicester
LE2 9TF**



Officials Expenses Claim Form

NAME _____ DATE / /

CC OF CAR _____

COST PER GALLON _____

DATE	DESCRIPTION - COMPS/STC/COUNCIL ETC	JOURNEY DETAILS	TOTAL MILEAGE	CLAIMED AT 45P/MILE	OTHER/SPECIFY	TOTAL	ACCOUNT CODE
TOTAL							

SIGNATURE _____

Bank account number
Bank Sort code

(you are authorising to pay into this account)

Payment Authorised _____

- N.B.*
1. Claims should only reimburse what you have already paid out.
 2. Where possible share travelling and economise on journeys.
 3. Always use the cheapest alternative.
 4. Claims will be reimbursed with 30 days, and may be refused if unreasonable.
 5. Any 'out of pocket' expenses must be specifically authorised.
 6. Daily subsistence of £65 is on the basis of 24 hours including overnight accommodation and meals, **OR** part days can only be claimed at HMRC's Benchmark Scale Rates, £5 1 meal, £10 2 meals, £10 evening meal.
 7. Mileage cannot be claimed for trips you do on a personal basis anyway.
 8. No one can claim for a payment made on someone else's behalf.
 9. If you can not supply the account code please supply a complete description including DZ, event and discipline
- IF IN DOUBT, ASK British Skydiving HQ

- Account codes-Competitions**
- 2200501 Coaching roadshows
 - FS 2200502 Coaching roadshows
 - Artistics 2200503 Coaching roadshows
 - CF 2200504 Coaching roadshows
 - CP 2200505 Coaching roadshows
 - Classics 220102 World Championships
 - 220104 Head of delegation costs
 - 220204 Judge training and recruitment
 - 220401 Cost of UK competitions

FORM 143(A)

Rates approved from: 13th February 2018

Claiming of Expenses

British Skydiving Officials are entitled to claim mileage to and from an event at a mileage rate of 45p per mile, which is under HMRC's allowance for mileage.

British Skydiving holds an Approval Notice to issue a bespoke rate of £65 for overnight accommodation and meals. So, officials can claim up to this amount if staying overnight. Receipts are not necessary.

If the Official is not staying overnight, HMRC's Benchmark Scale Rates apply to claims for meals, where likewise receipts are not necessary. Please see extract from HMRC's website below.

Please note that these meal rates are instead of the overnight allowance that is for accommodation and meals.

Rates are set as follows:

Minimum journey time	Maximum amount of meal allowance
5 hours	£5
10 hours	£10
15 hours (and ongoing at 8pm)	£25

Any other expenses, on British Skydiving's rule of cheapest option, will need support of receipts and will be subject to the budget holder's and COO's approval.

If you are unsure on any of the above, please contact British Skydiving HQ or email the Finance manager; finance@britishskydiving.org

Issued 5 December 2019