

OFFICIALS EXPENSES CLAIM FORM - DOMESTIC

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

NAME			DATE					
DATE	DESCRIPTION - COMPS/STC/COUNCIL ETC	JOURNEY DETAILS	TOTAL MILEAGE	CLAIMED AT 45P/MILE	OTHER/SPECIFY	TOTAL	OFFICE USE ONLY	
					TOTAL			
		Bank Account Name		Please ensure this matche	ise ensure this matches the name on the bank statement			
		Bank Account Number						
SIGNATURE		Bank Sort Code						
		Is this account	Personal	Business	Please tick the appro	Please tick the appropriate box		
		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.						
Authorised	-	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 £69 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.						
FORM 143(A)	Rates approved from: 21st September 2021 8. No one can claim for a payment made on someone else's behalf.							