



OFFICIALS EXPENSES CLAIM FORM - INSTRUCTORS

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

NAME _____

DATE / /

Bank Account Name
Bank Account Number
Bank Sort Code
Is this account

Please ensure this matches the name on the bank statement

SIGNATURE

Personal Business Please tick the appropriate box

Business Please tick the appropriate box

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 or if no receipted proof is attached.*
All receipts must be provided within a month.
5. *Any 'out of pocket' expenses must be specifically authorised.*
6. *Daily subsistence of £75 per night for Accommodation. One meal (5 hrs ceiling) £5.*
*Two meals (10 hrs ceiling) £10, Three meals (12 hrs ceiling) £15 **OR** 24 hrs ceiling £25. (Part days can only be claimed at HMRC's Benchmark Scale Rates)*
7. *The cost of Alcoholic drinks will not be reimbursed*
8. *Mileage cannot be claimed for trips you do on a personal basis anyway.*
Rate per mile: Car .45p or Motorcycle .24p
9. *No one can claim for a payment made on someone else's behalf.*
10. *Please ensure claim forms are sent to Finance@britishskydiving.org*

Forms should be posted to the address above or emailed to finance@britishskydiving.org

Rates approved from: 1st February 2026

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.

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
Accommodation	£75

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 approval. Any expenses above the thresholds above will need **prior** approval from the Head of Finance and Operations.

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

All expense claims must be sent to the above email address. Any claims not made through the correct procedure may not be paid.

Updated: 6 February 2026