



## 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 £69 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                              |
| 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](mailto: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.

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