



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

SIGNATURE _____

Bank account name

Bank account number

Bank Sort code

(you are authorising to pay into this account)

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 £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.
8. No one can claim for a payment made on someone else's behalf.

FORM 143(A) Rates approved from: 21st September 2021

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

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

Updated: 21 September 2021