

British Parachute Association
 5 Wharf Way
 Glen Parva
 Leicester

Officials Expenses Claim Form

LE2 9TF

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 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 may 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. If you can not supply the account code please supply a complete description including DZ, event and discipline

IF IN DOUBT, ASK BPA HQ

Rates approved from: 13th February 2018

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)



Claiming of Expenses

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

The BPA holds an Approval Notice to issue a bespoke rate of £65 for overnight accommodation and meals, So officials are allowed to claim this amount if staying overnight, receipts are not necessary.

If the Official is not staying overnight, HMRC's Benchmark Scale Rates apply to claim 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 BPA'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 this, please contact BPA HQ or email the Finance Manager jonathan@bpa.org.uk

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