



# OFFICIALS EXPENSES CLAIM FORM - HOD/TEAM MANAGER

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


Please ensure this matches the name on the bank statement

Is this account

Personal

Business

Please tick the appropriate box

FOR OFFICE USE ONLY

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.Mileage cannot be claimed for trips you do on a personal basis anyway.
- 7.Remittance will be to the agreed Head of Delegation/Team Manager only

FORM 143(F)

**Rates approved from: 21st September 2021**

Forms should be posted to the address above or emailed to [finance@britishskydiving.org](mailto:finance@britishskydiving.org)