



**OFFICIALS EXPENSES CLAIM FORM - COUNCIL**

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  Please ensure this matches the name on the bank statement  
 Bank Account Number   
 Bank Sort Code   
 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.

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

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