SNOWSPORT ENGLAND
Area Library Building, Queensway Mall,
The Cornbow, Halesowen, West Midlands, B63 4AJ
Telephone: 0121 501 2314 Fax: 0121 585 6448
Email: info@snowsportengland.org.uk

EXPENSES CLAIM FORM

NAME: .....

ADDRESS: .....

EVENT / COMMITTEE / MEETING: .....

VENUE: .....

DATE: .....

Coach/Tutor Fee: @ ..... per day £ .....

TRAVEL

By car – please tick a box for engine size and fuel type used and enter mileage

Engine size	1400cc or less		1401cc to 2000cc		Over 2000cc	
Fuel type	Petrol		Diesel		LPG	

Car Travel: ..... miles @ 28p per mile £ .....

Rail Fare: £ .....

Taxi Fares / Parking: £ .....

SUBSISTENCE (See overleaf for explanation)

Length of absence from home ..... Hours / days

Day / Overnight allowance: £ .....

Total claimed £ .....

To reduce costs payment will be made by BACS directly into your bank account. Please provide your bank details below.

Account name: ..... Sort code: - - Account number: .....

If you would like to donate all or part of your expenses to any of Snowsport England's work, please indicate here:

Donate to: ..... Amount: .....

PLEASE SEE OVERLEAF FOR TERMS AND CONDITIONS OF PAYMENT

Snowsport England is the trading name of English Ski Council Ltd,
a company limited by guarantee and Registered in England No. 1517634

EXPENSES OF SNOWSPORT ENGLAND MEMBERS

Please note:

Unless a valid VAT receipt is included with your expenses claim form, the amount we would have been able to claim back in VAT will be deducted from the total amount paid. This will take place with immediate effect.

To minimise costs and administration time, small expense claims will accrue until they reach £10.00 before they are paid out.

SUBSISTANCE ALLOWANCES

Overnight Allowances: An overnight allowance may be claimed for necessary overnight absence from home to cover bed and breakfast. The amount payable is up to **£50** per night, **but will not be paid without a valid receipt for payment.**

Day Allowances: A day subsistence allowance may be claimed for an absence from home of more than 5 hours. The amount payable for an absence of more than 5 hours but not more than 10 hours is **£6**, for more than 10 hours the allowance is **£12**.

Lunch: Where a lunch is provided, you should deduct the sum of **£3** from the respective subsistence allowance.

TRAVEL ALLOWANCE

Claims should be limited to the actual fare for all necessary travel on Snowsport England business. Where possible, second class train travel should be used unless exceptional circumstances make this impossible.

Taxi fares are not admissible except where heavy luggage has to be transported to or from stations, where there is no other suitable method of public transport, or where the saving of time is of paramount importance. Gratuities to porters, stewards etc cannot be reimbursed.

IMPORTANT

1. Receipts must be produced for ALL claims
2. Amounts in excess of these guidelines **WILL NOT BE PAID**
3. All claims and receipts must be received at the Snowsport England office no more than eight weeks after the date that the expense was incurred.
   For expenses incurred in December, this time limit is reduced to six weeks to allow the expense to be included in the annual audit.
   Any claims received outside this time limit will not be paid.
   If, for any reason, it is not possible to submit any claim with receipts within this time limit, the Finance Manager must be notified in writing within the above time limit, giving reasons for the delay, as much detail as possible of the proposed claim and the anticipated date that the claim will be submitted, so that a provision can be made in the accounts.