

EXPENSES CLAIM FORM
(please see guidance overleaf)

Name _____

Reason for claim _____

Expenses Claimed	Date	Amount (£)	For office use Nominal Code
Travel			
Subsistence			
Accommodation			
Other (please list)			
TOTAL			

Signature _____

Date _____

Payment will be made direct to your bank account. Please provide your account details as follows:	
Account Name:	
Account No:	
Sort Code:	

Please attach all relevant receipts to the back of this form.

For Office use		
Transfer No	Transfer Date	Amount Paid

General Guidance

1. Please ensure that the form is fully completed and signed.
2. Only original receipts will be accepted.
3. All expenses claimed must comply with HMRC's requirement that they are wholly, necessarily and exclusively for *bona fide* BRISMES purposes.
4. BRISMES does not normally pay expenses claims in advance.
5. Claims should be submitted within three months of the expenses being incurred.
6. BRISMES cannot pay for third party costs or for members of a claimants' family or friends to accompany them.
7. BRISMES trustees can claim expenditure related to Council meetings, the AGM and other associated events. Staff and officers can also reclaim the cost of attending the annual conference.

Travel Guidance

Rail travel should normally be in standard class. Please take advantage of special offers or discounts, eg Apex, Supersaver, online booking etc. Air fares must also be economy tickets.

A mileage allowance of 45 pence per mile will be paid if you use your own vehicle. For longer journeys, please first consider whether using a hire car or taking a train would be cheaper. Please share cars wherever possible. The allowance is payable for return trips to the destination from either your normal place of work or from your home. All distances travelled must be recorded at the time of the journey. Toll/bridge/tunnel/parking fees may also be reclaimed with the appropriate receipt.

Subsistence

BRISMES does not prescribe a daily rate for subsistence. Reasonable costs (as defined by [HMRC benchmark rates](#)) can be reclaimed so long as a valid receipt is submitted to support the expenditure so long as the duties involved take place more than five miles from your normal place of work or are away from work for a period of more than five hours.

Accommodation

In the UK, BRISMES considers reasonable rates for overnight accommodation to be:

- up to £150 per night in major cities; or
- up to £100 per night elsewhere.

BRISMES uses HMRC's published benchmark rates as 'reasonable rates' guidance for overseas accommodation. Expense claims that exceed these values may be queried and could be rejected if costs are considered to be unreasonable.

If in doubt, please seek advice from the BRISMES Manager: office@brismes.org