



Office use only

Date paid	
Cheque/BACS	

Expenses claim form

Please refer to the guidance notes overleaf. Please use **BLOCK CAPITALS** and attach all corresponding receipts to this form.

Full name

Email

Membership number

Address

Meeting/event and date

Names of others covered by this claim

Postcode

I would like to be paid by:

BACS

Cheque

If you have chosen BACS, please provide your bank details (unless previously submitted for another expenses claim).

Account name

Bank name

Account number

Sort code

Expense description	Receipt (✓)	Amount	budget code and class (office use only)
Total			

Office use only

Please sign on next page >

Date received	Authorised name
Date approved	Authorised signature

Thank you for completing this form, and for your contribution to guiding. Please return your completed form, plus receipts, by post or email to the staff member you are working with. If returning the form electronically please include clear scans of your receipts. If you have any queries, please contact the staff member you are working with.

I hereby certify that all expenses submitted are for guiding purposes only.

Signature

Date

If you wish to donate the amount of your expenses to Girlguiding Scotland rather than claiming it, please tick the box below.

I wish to donate this claim to Girlguiding Scotland.

Guidance notes for completing the expenses claim form

Please note that all expenses listed on your claim form must be accompanied by a valid receipt.

Travel by public transport

- All claims for travel expenses (train, Tube, plane, bus, coach, ferry) must be supported by a receipt.
- Taxis are to be used only if it is late at night, you have a lot of luggage, you have a disability or there is no alternative transport method.
- Use the most economical route where possible and book tickets in advance to get the best rates. Environmental and economic considerations should be balanced by time, safety and practical limitations.

Travel by car

- If you are using your car you may claim for mileage at the rate of 45p per mile. Please enter the number of miles in the description box.
- Remember to submit any car park receipts with your expense claim.

Food and drink

- The maximum amounts you can claim for meals are: breakfast £5, lunch £8 and dinner £20 per person, including VAT.

- Alcohol cannot be reimbursed.

- A 10 per cent tip with a meal in a restaurant may be claimed as part of your expenses, in addition to the above amounts.

Accommodation

- The most economical accommodation option should be used. The Girlguiding Scotland maximum claimable allowance for accommodation per night is £85 and £110 in London, including VAT.

Telephones and Internet

- If you are claiming for telephone calls/teleconferences relating to a specific event or project for Girlguiding Scotland, a copy of your phone bill should be attached with the appropriate calls highlighted. Please use a landline (with permission) where possible instead of a mobile phone.

- Home use of broadband cannot be reimbursed.

Other incidentals

- Items such as postage, paper, print cartridges and programme materials can be claimed where budgeted and receipts are provided.

Please allow up to three weeks for your expenses to be paid to you.

If you have any concerns or queries, please speak to the Girlguiding Scotland staff member you are working with at SHQ on 0131 226 4511.