

# BRITISH MOUNTAINEERING COUNCIL

177-179 Burton Road  
Manchester M20 2BB

Tel: 0161 445 6111  
Fax: 0161 445 4500

## BMC VOLUNTEER EXPENSES CLAIM FORM

The BMC is a body that relies upon the efforts of a large number of volunteers who are able and willing to put something back into their sport. The organisation is funded by a combination of income from services, grants, and members' subscriptions and is directed by the National Council made up of volunteer area representatives. In accordance with regulations agreed by the National Council volunteer attendance at the meeting named below is a claimable expense. If you would like to claim expenses for travelling to the meeting please complete and return this form within a month of the meeting taking place (this helps budget control). Travel expenses for BMC meetings are met by the relevant specialist Committee budget and any claims must be approved in advance. Any surplus from travel expenses budgeted for but not claimed will be reported to the relevant Committee and carried forward for other Committee projects.

Where practicable the BMC encourages meetings to be held at accessible and convenient locations where the use of public transport is possible. The BMC also encourages shared use of private vehicles. Where travel to BMC meetings is part of another journey only a relevant percentage should be claimed.

Meeting/Event: \_\_\_\_\_ Date: \_\_\_\_\_

*PLEASE RETURN THIS FORM WITHIN A MONTH OF THE MEETING/Event WHICH TOOK PLACE.*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Journey details From: \_\_\_\_\_ To: \_\_\_\_\_

**Where possible please attach tickets or receipts**

- Total Mileage claimed \_\_\_\_\_  
Fuel allowance @ 15p per mile \_\_\_\_\_  
Wear allowance @ 7p per mile \_\_\_\_\_
- Fares \_\_\_\_\_

**Other expenses – These should be as detailed as possible**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

• **TOTAL CLAIM**

Name of account to which cheque should be made payable: \_\_\_\_\_

Signature of claimant: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If any expenses include Vat, please provide the vat receipts, as this will enable us to claim back the vat.