



British Crystallographic Association

Charity Registration 284718

Car Mileage Claim Form

NAME					
Meeting attended					
Travel From					
Travel To					
TOTAL Mileage					
Date of Travel					
Justification for car use					
Authorised by (BCA Officer's name)					
Miles	Rate		Total		
	45p (First 100 miles)		£	:	p
	25p (over 100 miles)		£	:	p
Signed:	TOTAL CLAIM		£	:	p

Payment will normally be made by direct bank transfer

Bank name				
Bank sort code		Account number		
Account name				

Your Return Address: USE BLOCK CAPITALS

Street				
Town				
City				
Postcode		Telephone		

Send your completed claim form to: Dr Andrea Mulholland
BCA Treasurer
4, Rosling Road,
Horfield,
Bristol BS7 8SX

Office Use:

Date paid:

Transfer Ref/Cheque No:

Signed by:

Mileage Allowance for Authorised Car Use

- The least expensive mode of transport should always be used for BCA activities that pay travel expenses.

In most cases where a private car is used in preference to public transport then any claim will be limited to the 2nd class rail fare.

In certain circumstances, more than one person travelling, carrying equipment/goods or to avoid an overnight stay the use of a car is permitted but must be authorised by a BCA officer.

It is the driver's responsibility to ensure that the car is insured for use on BCA business and that passengers are adequately covered. The BCA can accept no liability for the use of a private vehicle whatsoever.

The mileage rates are flat rate for cars of all engine sizes:

First 100 miles in any journey: 45p per mile

For each mile over 100 miles: 25p per mile

These are the flat rate amounts fixed by the Inland Revenue for the tax year 2011/2012 for details see <http://www.hmrc.gov.uk/paye/exb/a-z/m/mileage-expenses.htm>

Rates will be reviewed at the discretion of BCA Council.

Andrea Mulholland

BCA Treasurer – August 2011