

Completion of BBC Freelance Claim Form – Personal Costs

Introductory Notes

- (a) You should use this form to claim **ONLY** for Personal Costs (expenses), and only if you are satisfied that this claim falls within Inland Revenue Expense Guidelines.
- (b) The form can be used for a personal costs claim in Pounds Sterling or in a foreign currency. Separate forms **MUST** be used for each claim currency.
- (c) You may find it necessary to use more than one sheet for the expense details in a single currency, if there are more than 20 claim items. Carry forward totals to another sheet, and number these detailed sheets sequentially.
- (d) If required by your BBC Contact, if you are claiming for personal costs in a foreign currency, you may also need to complete a BBC Freelance Personal Cost or Disbursement Foreign Claim Summary Form.
- (e) You **MUST** attach **COPIES** of **ALL** receipts, with each receipt numbered sequentially and the number entered in the **RECEIPT NO.** column on the claim form. If any expense item is not receipted, please clearly indicate accordingly.

Completing the BBC Freelance Personal Costs Claim Form

- 1. Enter your First Name, any Middle Initials, and Surname in the **NAME** field, in **BLOCK CAPITALS**.
- 2. If you are known by or trade under a different **BUSINESS NAME**, or have an Agent through which you deal with the BBC, please enter this under your NAME, in **BLOCK CAPITALS**.
- 3. Enter the BBC **CHARGE CODE** to which your expenditure is to be charged. This should have been provided to you by your BBC Contact. If this number has not been provided, please request the number from your BBC Contact, or agree with your BBC Contact that they will complete this field.
- 4. Enter the **CLAIM REF**: This is intended to be a unique reference number for each claim, so both you and the BBC can find the relevant claim quickly, should there be need to do so. It will always begin with an **E** and this letter is already included on the claim form. You need to add your **FREELANCE VENDOR ID** - this is given on any Purchase Order or Remittance Advice that you have received from the BBC, or is available from your BBC Contact - then the **DATE** of the day you're completing the claim form - in the format **ddmmyy** - and lastly a **SUFFIX LETTER** which represents the number of the claim on this date (i.e. if it's the first claim for Personal Costs you've completed on this date, then the suffix is **A**, if it's the second claim on the same date then the suffix is **B** and so on). For example, a valid CLAIM REFERENCE for a Freelance whose Vendor ID is 8004529 completing their first claim form on 25th April would be: **E 8004529 250401 A**. Keep a note of the claim reference number of your claim in case of any query.
- 5. Enter the **SHEET** number and total number of sheets comprising the claim.
- 6. Enter the name of the **CLAIM CURRENCY**, in **BLOCK CAPITALS**. For example, **POUNDS STERLING**, **GERMAN MARKS**, or **US DOLLARS**.

7. Enter a brief **REASON FOR CLAIM**. This may be the programme on which you are working, the dates of your trip, some brief explanation of the expenditure, some combination of these, etc. If in doubt, please refer to your BBC Contact.
8. Enter the **DATE** each expense was incurred and a **DESCRIPTION** of each personal cost item. Use separate lines to itemise each personal cost.
9. Number each expense receipt sequentially, and put this number in the **RECEIPT NO.** column.

10. In order that the BBC can account correctly for VAT, you need to provide information on the VAT you have paid on each expense item on your claim. You will be reimbursed the gross amount of each authorised/certified claim. For each personal costs item:

If the expenses were incurred in the UK, and the item IS vatable, enter the NET AMOUNT in the **NET** amount column, the correct VAT in the **VAT** column and the total GROSS AMOUNT in the **TOTAL** column. This may apply to items such as hotel bills or subsistence meals. Note that Inland Revenue Guidelines require any personal business entertaining to be treated as NOT vatable.

If the expenses were incurred in the UK and the item is NOT vatable, enter the GROSS AMOUNT in the **NET** amount column and 0 in the **VAT** column and the GROSS amount again in the **TOTAL** column. This will apply to items such as taxi fares, train fares, airline tickets, and personal business entertaining.

If the expenses were incurred abroad, ignore the columns headed **UK CLAIMS ONLY** and enter the GROSS amount in the **TOTAL** column.

Note that having a receipt which shows VAT separately does NOT guarantee that the expense item should be treated as vatable.

11. Enter the Grand Total for all expense items at the base of the **NET** amount column (marked **N**), the **VAT** column and the **TOTAL** column (marked **T**).
12. If you have any outstanding downpayments against this claim (i.e. you have been advanced UK or foreign funds), enter the DOWNPAYMENT REF. (the Reference Number from the original Downpayment Request Form, beginning with the letter **A**), if you know it, in the **RELATED DOWNPAYMENT, RETURN AND TRANSFER REFERENCES** field. The amount of any downpayment will, in any case, be deducted from your claim.

13. If you have already returned any downpayment monies to the BBC, or transferred any monies to another individual (BBC staff or freelance) in the field, enter the DOWNPAYMENT REF. (the Reference Number from the original Downpayment Request Form, beginning with the letter **A**) in the **RELATED DOWNPAYMENT, RETURN AND TRANSFER REFERENCES** field.

Attach copies of any Freelance Downpayment Request Forms, Freelance Downpayment Returns Forms and Staff & Freelance Advance Transfer Forms that apply to this claim, if you have them. Any monies returned or transferred will be taken into account when the BBC calculate your payment.

Note : Once you have completed this claim form, if you calculate that there are monies owed to the BBC, then you will need to fill in a BBC Freelance Downpayment Returns Form to return any monies owing.

GUIDANCE NOTES FOR FREELANCER

14. SIGN and DATE the claim form under the section entitled **FREELANCE DECLARATION**. Provide a CONTACT TELEPHONE NUMBER, in case there are any queries regarding the certification or authorisation of the form.
15. Indicate your status for UK VAT Registration by deleting the appropriate text under the section entitled **FREELANCE DECLARATION**. If you are registered for VAT, you should already have provided the BBC with your VAT Registration Number.
16. Ignore the remaining sections (BBC CERTIFICATION, BBC AUTHORISATION and BBC PURCHASE ORDER PROCESSING) on the claim form. These are for use by the BBC.
17. Send your completed claim form to your BBC Contact. Remember to attach COPIES of ALL receipts, numbered sequentially. Keep a note of the claim reference number in case of any query.
18. If you would normally invoice the BBC for all your charges, you should also SUBMIT A SEPARATE INVOICE in the normal way for the amount of your Personal Costs Claim.
19. You will be reimbursed in the agreed currency.