

Defence Instructions and Notices (Not to be communicated to anyone outside HM Service without authority)	
Title:	Refund of Engineering Professional Body Fees
Audience:	All Service Engineers
Applies:	From 1 Apr 17
Expires:	When rescinded or replaced.
Replaces:	2016DIN07-061
Reference:	2017DIN07-065
Status:	Current
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Channel:	07 Training and Education
Content:	Process for obtaining a refund of Engineering Professional Body Fees for Service Engineers.
Sponsor:	Defence Engineering Champion Team
Contact:	Def Eng Champ-OF3-RN – Civ: 030 6798 7552 or Mil: 9679 87552; Dii(F) Email: DefEngChamp-OF3-RN
Keywords:	Engineering Institutes; Engineering Council (UK); Professional Fees; Professional Registration, Professional Subscriptions
Local Keywords:	Refund; Fees; Engineering; Engineer
Supplements: (Please click on the links to access >>>>)	Annex A: Defence Engineers - Professional Body Fees Payment Justification Form Annex C: MOD Form 891
Related Info:	HRMC List 3 of approved professional bodies (www) RNTM 07-026/17 – Refund of Engineering Professional Body Fees for the Naval Service MOD Form 1108
Classification:	OFFICIAL

Introduction

1. This DIN replaces 2016DIN07-061 with effect from 1 Apr 17. The DIN provides the background and policy for the reimbursement of annual **subscription** fees for Professional Engineering Institutions and the annual Engineering Council **registration** fees to members of the Armed Forces. Initial registration fees of both the Professional Engineering Institutions and Engineering Council are subject to separate tax legislation which currently precludes their reimbursement. This is expanded upon later in this DIN.

Background

2. CDP (REM) Allowances policy does not include central payment of Professional Body Fees (PBF) for Service Personnel from public funds. However, TLBs are permitted to refund PBF as a business expense through their own budgets where there is a demonstrable Service need. The Single Service TLBs have accepted that the payment of PBF for Engineers is business critical¹. Payment of annual subscriptions for engineers is in

¹ Irrespective of where the individual is serving.

line with Section 344 of ITEPA² which states that the activities of that professional body “are of direct benefit to, or concern the profession practised in, the performance of the duties of the employment”. Funding for the payment of PBF covered by this DIN is limited to Engineers as defined below **ONLY**.

Eligibility

3. Defence Engineers may only claim reimbursement for annual membership subscriptions of **ONE** Professional Body and must meet **all** of the following criteria to be eligible for a refund of their annual fees:

- a. Reimbursement will only be made for fees paid since the 1 Apr 17 and must be claimed in the financial year³ that the bill was received.
- b. Reimbursement of professional subscription has not been claimed through any other means.
- c. Professional body subscription has not been offset against Income Tax⁴.
- d. Annual fees must not be paid in such a way as to allow “Gift Aid” to be claimed by the professional body.
- e. PBFs are paid as a single annual payment.
- f. Is an Associate, Technician, Member or Fellow of a Professional Institution recognised by the Engineering Council (EC) and that appears on HMRC [List 3](#). Individuals should investigate the most appropriate institution for their trade/branch with relevant trade/branch sponsors.
- g. Is on the regular full time trained strength^{5,6,7} and is a member of one of the following branches/trade groups:

Rank /Rate	Royal Navy	Army					RAF
		REME	RE ⁸	R Signals ⁹	RLC	AAC	
OF	AE, ME, WE & TM	All with Engineering Council Registration ¹⁰					Engineer: Aero Systems & Communications Electronics
OR	AET, AEA, AEM ETME, MEA, MEM	All with Engineering Council Registration			Comms Spec		Trade Groups: 1, 4, 5 and 13

² Income Tax (Earnings and Pensions) Act 2003.

³ Financial Year runs 1 Apr to 31 Mar.

⁴ Individual who has already submitted a self-assessment tax return or have had their professional fees taken into account as part of their TAX CODE for the current Financial Year are not eligible for reimbursement.

⁵ E(UY) and ISDO are eligible to claim.

⁶ FTRS should refer to para 4.

⁷ Reserves are not eligible to claim using this DIN.

⁸ Including Queens Gurkha Engineers.

⁹ Including Queens Gurkha Signals.

¹⁰ Includes OF5s and above who have an appropriate antecedent regiment and meet the other criteria.

	ETWE, WEA, WEM, RM VM & NA(SE)			
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- h. Is registered with the EC as an Information and Communications Technology Technician (ICT Tech), Engineering Technician (Eng Tech), Incorporated Engineer (IEng) or Chartered Engineer (CEng).
- i. EC Registration has been recorded as a competency on JPA.
- j. Has not submitted notice to leave the Armed Forces.

FTRS

4. **FTRS** personnel shall be able to claim a reimbursement of the Engineering Council Professional Fees using this DIN provided that they meet all of the relevant criteria below in addition to the criteria for regular member of the Armed Forces set in Para 3¹¹:
- a. Engineering Council Registration is a requirement stated in their contract.
 - b. The duties of the position meet the requirements of Section 344 ITEPA 2003 - Point 2 - the activities of the [professional] body are of direct benefit to, or concern the profession practised in, the performance of the duties of the employment.
 - c. **RAF FTRS Personnel** - position is listed in 100B-01 Order 2.2.31 and corresponding Annex A & B."

Payment by Instalments

5. Reimbursement is made as a single payment; therefore those who pay their annual fees in monthly or quarterly instalments must revert to a single payment in order that they may claim reimbursement appropriately. Failure to revert will preclude reimbursement.

Initial Registration Fees

6. The cost of initial registration with the Professional Engineering Institutions and the Engineering Council **cannot** be claimed under this DIN.

Joining Process

7. The MoD has agreed routes to Professional Registration with the main Professional Engineering Institutions. The Streamline routes enable the experience and competency gained through a career to be accredited; this is usually based on attaining a minimum rank for a particular grade of EC Registration. The details of the routes are available through Branch Sponsors or directly from the Professional Institutions' websites.

¹¹ With the exception of the requirement to be on the full time trained strength.

8. Alternatively individuals can apply through the standard application routes available from the Professional Institutions' websites.

Refund Process

9. **RN** Personnel should consult the most recent RNTM¹² titled "Refund of Engineering Professional Body Fees for the Naval Service" for the latest arrangements.

10. **Army** and **RAF** Personnel should make claims for reimbursement using the iExpense option on JPA in accordance with the JPA Self Service User Guide available under Allowances and Expenses in the JPA library. The "Type of Claim" is "Miscellaneous" with the Authority as this DIN. The following UINs should be used:

- a. Army – A5555A – Professional Body Fees Army Personnel.
- b. RAF – F4015D – 1 RAF ENGINEERS PROFESSIONAL FEES.

11. When entering a claim line the "Expense Type" is "Professional Body Subscription Fees", please include the Institution, Membership Level and Professional Registration levels in the Justification. In addition Army Personnel are required to include their Corps/Regiment in the justification.

12. The proforma at Annex A to this DIN should be completed:

- a. Army personnel should send the completed Annex A and proof of payment to:

SO2 Finance
Fax: 94561 8815
Fax: 0141 224 8815
Email: APC-Sp-BusMgt-Allowances-SO3

- b. RAF personnel should send a copy of the completed Annex A and proof of payment to:

COS Pers Finance Office
Centrally Managed Allowances
1W24, Spitfire Block
HQ Air Command
Naphill
Bucks
HP14 4UE
Email: Air-DResFin-SPA COSPersCMBBM

13. Instructions for completion of Annex A are as follows:

- a. The applicant's Professional Status should reflect the level achieved, which may be greater than that stated for their rank.

¹² At time of publication the RNTM number was 07-026/17.

- b. The refund may be paid by cheque; therefore, the 'correspondence address' entered should be one which the applicant would like the cheque to be sent to¹³.
- c. Claimants are to enter the fees applicable to their institution (and the EC where separate) for the level of professional registration required.
- d. A copy of the receipt proving payment of both the EC and Professional Body fees must be included with the application and receipts retained for audit purposes.
- e. All forms should be authorised by a minimum OF3 line manager¹⁴, with OF3s and above being authorised by 1 rank up.
- f. The RAC code to be charged against is NPB001.

Reversion to Manual Processing (for those without JPA Access)

- 14. Exceptionally, for those applicants without JPA access they should complete the relevant Miscellaneous Payments Voucher (**Sections 2 and 3 of MOD Form 1108 for RN (Annex B**Error! Bookmark not defined.**) and MOD Form 891 (Annex C) for Army and RAF**) in addition to the proforma at Annex A and submit the forms to your parent Single Service authority listed below.
- 15. The single Service routes should be used for approvals and payment of claims:
 - a. **RN – All** – UIN N0079A All forms and support documentation should be sent to:

CMR and INM Desk Officer
Navy Command Finance
Navy Command HQ
MP1-1 Leach Building
Whale Island
Portsmouth
PO2 8BY
DTN: 93832 5142
Fax: 93832 5134
 - b. **Army – All** – UIN A5555A. All forms and support documentation should be sent to:

SO2 Finance
MS Support
Army Personnel Centre
MP 545
Kentigern House
65 Brown Street
GLASGOW,
G2 8EX

¹³ This can either be a home residence or work address.

¹⁴ Line Managers are signing to confirm that the individual meets the requirements not that funding is available, the Line Manager can come from any of the Services or be a C2 Civil Servant or above.

DTN: 94561 8828
Fax: 94561 8815

- c. **RAF – All** – UIN F4015D. All forms and supporting documentation should be sent to:

COS Pers Finance Office
Centrally Managed Allowances
1W24, Spitfire Block
HQ Air Command
Naphill
Bucks
HP14 4UE

Unacceptable Expense

16. The following are not acceptable expenses and therefore **cannot** be reimbursed under this DIN:

- a. Initial, 'once only' registration.
- b. Joining fees.
- c. Engineering Council initial registration fees.
- d. Costs to upgrade membership.
- e. Voluntary donations for charitable or benevolent purposes.

JPA Competency

17. Individuals are responsible for having their EC registration added to their JPA record through their Unit Administration Office. The following JPA Competencies should be used:

- a. CEng – Engineering|Chartered Engineer - CEng|Joint|
- b. IEng – Engineering|Incorporated Engineer - IEng|Joint|
- c. EngTech – Engineering|Engineering Technician – EngTech|Joint|
- d. ICTTech – Engineering|ICT Technician – ICTTech|Joint|

Lapse of EC Registration

18. Individuals are responsible for complying with the EC and Professional Bodies requirements to retain Professional Registration. Claims cannot be made if the individual fails, for whatever reason, to maintain their EC registration.

Tax Liabilities

19. Refund of Professional Body fees to an individual by his/her company are generally regarded by the HMRC as a payment and, therefore, taxable. However, recognising that refunding fees covered by this DIN are a legitimate business expense a HMRC dispensation against any such liability has been obtained. Therefore, personnel obtaining a refund under the auspices of this DIN are to note that the ability to offset such fees against Income Tax is forfeited. Likewise, where a payment has already been offset against an individual's tax liability the eligibility to claim a refund for that payment is forfeited; refunds

for subsequent payments may be sought should the individual remain eligible and no tax offset is sought.

20. Taxation is an individual's personal responsibility; individuals who are unsure about their eligibility to claim should contact HMRC direct.

Fraudulent claims

21. Personnel with an entitlement for reimbursement of PBF are to be aware that only one claim may be submitted per FY. Submission of multiple claims is fraud drawing attendant disciplinary action.

Single Service POC

22. Specific single Service question should be directed to the following points of contact

a. **Royal Navy.** The following sources should be consulted in the first instance:

(1) **WE** – 2015DIN01-133 – Professional Registration for Royal Navy Weapon Engineers and Technicians.

(2) **ME** – 2010DIN01-133 – Streamlined routes to professional registration with the Engineering Council for Royal Navy Marine Engineers and Technicians.

(3) **AE** –

[http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Navy/Organisations/Orgs/ACNS\(AC\)/ACOS\(CSAV\)/Pages/AirEngineeringProfessionalRegistration.aspx](http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Navy/Organisations/Orgs/ACNS(AC)/ACOS(CSAV)/Pages/AirEngineeringProfessionalRegistration.aspx)

b. **Army.** The following sources should be consulted in the first instance:

(1) **REME** – Corps Instructions – number E8.

(2) **RE** – <http://re-cpd.org.uk/eng-tech/> .

(3) **RSignals** –

<http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/ag/Organisations/Orgs/dgpers/Organisations/Orgs/DPO/corpcols/ColRSignals/Pages/WLD.aspx>

c. **RAF.** Please consult the intranet site below for guidance:

http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/RAF/Organisations/Orgs/HQAirCommand/Pages/RAFEngBranch_ProDev.aspx

Annexes

- A. Defence Engineers - Professional Body Fees Payment Justification Form.
- B. MOD Form 1108
- C. Miscellaneous Payment Voucher (F891).