

# Expense Claim Form



<b>Employee Name</b>	
<b>Employee Ref</b> (ie. APL/1234)	
<b>Client Name</b> (If you work for more than one client, please use one claim form per client)	
<b>Period Covered</b>	

If your contract allows expenses to be invoiced to your agency or client and your agency or client has already provided a rechargeable expense claim form, please submit the form provided to you and ignore the recharged column below. Please note that you will need to claim any rechargeable amounts as Payroll expenses to avoid paying tax on the recharged sums invoiced to your agency or client (see our Expense Policy for further details).

**IMPORTANT: Temporary workplace information (you must complete this section).**

Number of complete months at current workplace (including the period covered by this claim)?	
Have you attended or is it your intention to attend more than one workplace during your employment with us?	

**Expense categories:**

1 Travel	4 Business calls from home telephone / Internet
2 Subsistence (Please complete 'Time left/returned home')	5 Mobile telephone
3 Hotel / accommodation and associated costs	6 Other (Please complete 'Description')

Date of expense	Reference number	Category (1-6)	Payroll * expense (£)	Recharged ^ expense (£)	Description of expense incurred (please also enter currency and ex. rate if not £)
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home
					Time left / returned home

Sub total (£)

Mileage (from log)	Miles	Rate	
Recharged mileage			

<b>Total (£)</b>		
------------------	--	--

NB: If business mileage exceeds 10,000 within this claim period please use a separate claim form and mileage log to claim for the mileage in excess of 10,000 at the reduced rate of 25p per mile.  
 \* Business expenses offset against taxable income to provide tax relief. Not invoiced to agency or client.  
 ^ Expenses agreed contractually by your agency or client. Invoiced to agency or client. See Expense Policy for more information.

<b>CLAIMED BY</b>	<b>Signed</b>	<b>Date</b>
<b>AUTHORISED BY</b>	(office use)	

By signing this form you confirm that you understand the rules set by HM Revenue & Customs regarding travel and subsistence expenses incurred when attending a temporary workplace. You also confirm that any travel and subsistence costs claimed above relate solely to your attendance at a temporary workplace as defined in S339 ITEPA 2003 or in any amendment thereto. Further details can be found in our Expense Policy.

# Mileage Log



<b>Employee Name</b>	
<b>Employee Ref</b>	
<b>Client Name</b>	
<b>Period covered</b>	

Date	Details of Journey (from / to)	Payroll	Recharged
<b>Total mileage transferred to expense claim form</b>			

<b>Vehicle details (eg. Make, model, Reg No.)</b>	
<b>Mileage claim brought forward since 6th April (payroll only)</b>	
<b>Mileage claimed this period (payroll only)</b>	
<b>Cumulative mileage to date (payroll only)</b>	

NB: Please ensure that cumulative mileage details are entered above to avoid delays when processing your claim.