

**Expense Claim Form**

To claim tax-free expenses

- You must complete **all parts** of this form clearly in CAPITAL letters
- You can only claim expenses in line with the Expenses Guidance

|                   |  |               |  |
|-------------------|--|---------------|--|
| First name        |  | Date of Birth |  |
| Surname           |  | Agency        |  |
| Main site address |  | End client    |  |

|               |                                     |                                 |               |
|---------------|-------------------------------------|---------------------------------|---------------|
| Vehicle model | <input type="checkbox"/> Car/van    | <input type="checkbox"/> Diesel | Start mileage |
| Engine size   | <input type="checkbox"/> Motorcycle | <input type="checkbox"/> Petrol | End mileage   |
|               | <input type="checkbox"/> Bicycle    | <input type="checkbox"/> LPG    |               |

| Date                 | Driving from | To | Miles | Passengers |
|----------------------|--------------|----|-------|------------|
|                      |              |    |       |            |
|                      |              |    |       |            |
|                      |              |    |       |            |
|                      |              |    |       |            |
|                      |              |    |       |            |
|                      |              |    |       |            |
|                      |              |    |       |            |
| <b>Total mileage</b> |              |    |       |            |

| Date                  | Other expenses description | Amount £ |
|-----------------------|----------------------------|----------|
|                       |                            |          |
|                       |                            |          |
|                       |                            |          |
|                       |                            |          |
|                       |                            |          |
|                       |                            |          |
|                       |                            |          |
| <b>Total expenses</b> |                            |          |

**Declaration:**

- I have read and understood the Expenses Guidance.
- My workplace is a temporary one as defined in the Expenses Guidance.
- I am not claiming for travel from home to a depot or office where tasks are allocated.
- All expenses in this claim are allowable business expenses.
- All expenses are itemised and I have retained the original receipts to support my claim.
- I agree that my employer may audit my expenses and inspect any receipts.

|                  |             |
|------------------|-------------|
| <b>Signature</b> | <b>Date</b> |
|                  |             |

Please upload completed signed above form to our Portal using your Log in details.