

Expenses Policy for allowable expenses.

The general rule for expense claims is that you can only claim for expenses which have been incurred wholly, exclusively and necessarily in or for the performance of your services. There are certain expenses that are incurred that are exempt from tax and national insurance.

Your expenses cannot be processed until a claim form has been received from you with your **signature** and **dated**.

In general, your expense claim form must be received at least **2 full working days before** any payment is processed for you.

If there is a Bank Holiday coming up then please get expenses in as early in the week as possible.

You do not receive expenses on top of the revenue you generate.

Claiming expenses

There are certain rules that you must follow in order to eligibly claim expenses:

- Where you are not sending receipts, you must keep the **original receipts** in order to prove to HMRC that any claims you have made are legitimate.
- Duplicate claims will not be accepted.
- Please send your expenses form in each week.
- Expenses processed will comply with current ITEPA 289A Legislation.

Claim forms that are not complete or not accurate will be returned to you for correction and processed with your next payment. We are unable to process expenses after we have processed your final payment.

Temporary workplaces

If you attend a workplace for a limited period of time or for a temporary purpose, subject to meeting certain criteria, your workplace can be defined as a temporary workplace.

In general, to be classed as working at a temporary workplace, **all** of the following must apply:

- during your engagement with the end hirer you expect to move to other workplaces following this one;
- this will not be the only workplace that you are deployed to during this engagement;
- you are happy to move to a variety of geographical locations; and
- you do not expect to be at your current workplace for a period longer than 24 months.

The legislation concerning the definition of a temporary workplace is very complex and so, this can be discussed with you when you start each assignment to check that you can qualify for Income Tax and National Insurance relief on your expenses. If you are working at a permanent workplace you cannot claim tax free travel and subsistence expenses. As soon as you know that a workplace will be reclassified as a permanent location you will be treated as working at a permanent workplace and so, you will no longer be entitled to claim expenses.

Change in Workplace

When you move to a new assignment location you will need to consider if the new location can be treated as a temporary workplace.

If you change assignment location, but this does not significantly alter the length or cost of your journey, the change of location would be ignored and the 24 months would continue to accumulate based on your start date at the original workplace.

Expenses which can be claimed

1. Mileage

You may claim a mileage allowance if you use your own vehicle for travelling to and from a temporary workplace or for travel in the performance of your duties of service.

Business mileage can be claimed at HM Revenue and Custom's Approved Mileage Rates. The current rates are as follows:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Passenger mileage	5p	5p
Motor cycles	24p	24p
Bicycles	20p	20p

Note that these rates are designed to cover fuel, servicing, insurance and all other running costs which must not be claimed in addition.

You may only use a private vehicle for business travel if you have fully comprehensive insurance cover which specifically includes use for business journeys. The Company may ask to see a copy of your insurance and MOT certificates and registration document.

Parking charges can be claimed, with a receipt.

2. Other Travel

Other travel costs in relation to business journeys can be claimed where the mode of transport is the most appropriate and/or cost efficient and where the workplace is temporary or the travel was in the performance of your duties of employment.

For example, ferry, rail, air, bus, taxi and tube costs can be claimed. Please note where an Oyster Card is used a claim will only be accepted when accompanied by a printout indicating the business journeys and their costs. Receipts must always be available for inspection. This means that you must keep the receipts and provide them if so requested.

Where a season ticket is purchased only that proportion of the ticket used solely for business purposes will be allowable. When submitting a claim for a season ticket cost please state if any proportion of the ticket was used for private travel.

Only the standard daily congestion charge can be reclaimed, provided it is incurred whilst travelling on company business. Additional penalty costs where the driver omitted to pay the standard charge will not be paid.

3. Subsistence

Daily subsistence (food and drink) expenses can be claimed when it is necessary to travel in the performance of your duties, or work away on company business, at a temporary workplace. All subsistence claims must correspond to a business journey, whether or not a travel expense claim is made in relation to that business journey.

This means that an expense must be incurred on the day of travel and not in advance of the date of travel i.e. you cannot claim for items purchased as part of a shop on a different day such as items for a packed lunch.

Subsistence can be claimed at the actual cost incurred or at HMRC scale rates.

Description	Amount (Up to)
Breakfast Rate	£5
One Meal (5 Hour) Rate	£5
Two Meal (10 Hour) Rate	£10
Late Evening meal Rate	£15

Please note the restriction that the breakfast and late evening rates are for exceptional use only, and the maximum claim is £30 in any one 24 hour period.

You must be able to show that you have incurred an expense on food and drink on each day that you claim for subsistence by retaining a receipt. This means that you must keep the receipts and provide them if so requested.

4. Overnight accommodation

Where you are travelling in the performance of your duties, or you are working at a temporary workplace which necessitates you staying away from home, you may claim reasonable costs associated with accommodation. Receipts must be provided showing the full name, address, telephone number of the provider.

The reasonable cost of additional meals incurred in conjunction with hotel or B&B accommodation can be claimed as an expense. If breakfast and/or dinner is not included on the accommodation bill, you can claim the receipted costs for these meals, or make a claim at the HMRC benchmark scale rates.

Where you are required to stay overnight on business you may also claim an incidental overnight expense allowance of £5 per night for overnight stays within the UK and £10 per night for overnight stays outside the UK. Receipts are not required.

5. Tools and equipment

You may claim the cost of small tools and equipment used solely for your work. Receipts must be provided showing the full name, address, telephone number and VAT number of the provider.

6. PPE, safety equipment and uniforms

Where your duties are such that you are required to wear protective clothing or safety wear such as high visibility jackets, overalls, steel capped boots etc., the costs can be claimed. Receipts must be provided showing the full name, address, telephone number and VAT number of the provider.

7. Telephone

If you make business calls using your home or mobile telephone you are entitled to claim the actual cost of such calls. You must attach to your claim, the original telephone bill with business calls highlighted. The Company will not allow for the cost of any part of the line rental of a home telephone, the costs of any private (non-business) calls, mobile phone top ups or mobile phone contracts.

The Company will undertake periodic checks to ensure that you are claiming reimbursement for business calls only. Employees should keep adequate details of business calls to allow the Company to check on the accuracy of claims made.

8. Training Costs

The Company will allow claims for work related training costs. This includes not only direct job related training but also training in health and safety and to develop leadership skills. This is part of a tax exemption which also includes learning materials, exam and registration fees. Travelling and associated subsistence incurred whilst attending the course can also be claimed. You must obtain authorisation before incurring the expense. Receipts must be provided showing the full name, address, telephone number and VAT number of the provider.

9. VDU Eye Test (for display screen equipment users)

Where you are required to use a VDU as part of your normal duties the Company will allow the cost of an annual eye test. Where it is found that you require glasses or contact lenses solely for VDU use the cost of these may also be claimed. Where you require glasses for general use but they contain a special prescription for VDU use a proportion of the cost may be claimed. Receipts must be provided showing the full name, address, telephone number and VAT number of the provider.

10. Professional subscriptions

The Company will allow claims for the cost of annual subscriptions or fees to certain professional bodies where the Company considers that membership of the organisation in question will enhance your effectiveness in performing your duties, or where it is a requirement of the profession that you are a member of in order to perform the duties of the employment. Receipts must be provided showing the full name, address, telephone number and VAT number of the provider.

The professional body must be included on HM Revenue and Custom's approved list which can be found at <http://www.hmrc.gov.uk/list3/index.htm>

Expenses which cannot be claimed:

- expenses incurred in travel to a permanent workplace;
- expenses incurred on a non-working day;
- expenses that were not incurred by yourself;
- expenses in respect of travel to a workplace where you know you will work for a total period in excess of 24 months;
- you cannot claim any travel expenses if you walk to work or if you are given a lift by somebody else;
- you cannot claim for the cost of food items purchased as part of a weekly shop;
- you cannot claim for the cost of food items which you take to work as a packed lunch if you purchased them outside the period of travel to work and returning home;
- you cannot claim expenses if you know, or become aware, that this will be your last assignment for the end user you are working for (unless they are in relation to travelling in the performance of your duties); and
- other than travel costs and explicitly exempt expenses, you cannot claim for any items which are not wholly, exclusively and necessarily used in the course of your work e.g. you cannot claim for items which have a dual purpose such as clothing that you can wear outside work.
- You must not report expenses that you have already claimed via the Company on your tax return, should you be required to submit one

Submitting your expenses

Remember to sign and date the claim form, and include copies of any relevant receipts

You can upload your claim form along expenses with your receipts (Zip File) on Digi-Tax website by using your own log in details.