

Full Name _____
 Reference: _____
 Contact Phone No. _____
 Contract Start Date: _____

Week Ending _____
 Date (Friday): DD / MM / YYYY _____
 Assignment: **Inside City / Outside City** _____
 First Assignment: **YES / NO** _____

IMPORTANT

Is this a New Contract / Assignment?*	YES	NO	Is your NEW Contract Location Greater than 10 Miles from the Previous Contract?	YES	NO	Is a Majority of the NEW Journey Considerably Different than before?	YES	NO
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* Please read HMRC guidance on temporary workplaces, the 24 Month Rule and benchmark scale rate allowances

RECEIPTS & PROOF OF PURCHASE SHOULD ALWAYS BE RETAINED – WE DO NOT ALWAYS ASK FOR THEM, BUT HMRC MAY NEED PROOF!

VEHICLE DETAILS – (HMRC require confirmation of any vehicle used for ‘Business Purposes’ – please complete below)

Vehicle Make	Registration No
Vehicle Model	Petrol / Diesel / LPG
	Engine Size (CC)

MILEAGE LOG – (Include daily round trip Mileage (Do NOT Round Mileage) - Supply relevant VAT Petrol Receipts to justify claims)

Date of Journey	Assignment Name/Location	Home POSTCODE	TIME LEFT HOME	Assignment POSTCODE	TIME BACK HOME	Business Miles Claimed
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						
Day 7						
Total Miles Carry Forward to Mileage Summary below						A

EXPENSES – (Lunch, Bus Fares, Taxi Fares, Accommodation, Subsistence etc...Supported by VAT receipts if & where required)

Date	Details of Expenses Claimed			Total (£)
Breakfast (leaving before 6am - keep receipts)	Number of Days	1 to 7	@ £5.00	
Lunch (One Meal [5 hour rate] keep receipts)	Number of Days	1 to 7	@ £5.00	
Two Meals ([10 hour rate] keep receipts)				
Evening Meal (after 8pm - keep receipts)	Number of Days	1 to 7	@ £15.00	
Home as Office (keep receipts)	Per Week		@ £4.00 p/w	
Total Expenses Claimed (£)				B

Mileage Summary (from Mileage above)

Total Miles	A @ _____ Pence per mile	Total Mileage Claimed (£)	C
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In the event of any mileage claims please ensure that you submit a VAT receipt where possible. Claims for mileage not accompanied by a completed Mileage Log will not be accepted – input exact mileage and please **DO NOT** round up or down. If you have changed assignments/contracts please answer the questions above.

Combined Totals Claimed (£) = B + C

I certify that, to the best of my knowledge, the information provided on this Expense Claim Form is true and accurate, wholly and exclusively in the performance of my business activities and I have attached all receipts for my expenses claims where applicable. I likewise confirm that I hold a valid and current driving licence and am adequately insured for business travel where mileage has been claimed & this is my own vehicle. Furthermore, where I have claimed for items without receipts, I can confirm that I was absent from my normal place of work and that I did incur these cost(s) of equal or greater value and accept that these expenses conform to HMRC scale rate items as detailed in HMRC issue EIM05231 release – (<http://www.hmrc.gov.uk/manuals/eimanual/eim05231.htm>)

SIGN HERE