

Expenses Claim Form & Mileage Log

FAX to: **0845 604 0573**

Post (with Receipts) to: **FREEPOST, Recruitment & Contractor Services**

Scan & EMail to: **expenses@racsgroup.com**

Full Name _____
 Reference: _____
 Contact Phone No. _____

Week Ending _____
 Date (Friday) DD / MM / YYYY
 Car Type Personal / Company

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

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

MILEAGE LOG – (Please supply relevant VAT Petrol Receipts - **Company Cars** cannot claim mileage on cost of fuel)

Date of Journey	Assignment Location	Journey Start Postcode	Journey End Postcode	Total 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 where possible)

Date	Details of Expenses Claimed	Total (£)
	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. Refer to your guide to expense for what can and cannot be claimed.

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 did incur this cost of equal or greater value and accept that these are approved HMRC scale rate items. Where I have used a company car I can confirm that I have not claimed mileage, but the true cost of fuel.

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