

EXPENSES CLAIM FORM

Fax expenses to : 01252 863 701

Email expenses to : expenses@epayme.co.uk

Post expenses to : Alba House, Mulberry Business Park, Fishponds Road, Wokingham, Berkshire, RG41 2GY



Full Legal Name _____

ePayMe Ref. No. _____

Contact Phone No. _____

Contract Start Date _____

A bit about the assignment ...

Is this something new ? - (Is this a new assignment or contract)	yes <input type="checkbox"/>	no <input type="checkbox"/>	Agency Name ? _____
Is it nearer or further ? - (Do you have to travel further than your last assignment)	yes <input type="checkbox"/>	no <input type="checkbox"/>	Assignment ? _____
Is the journey different ? - (Is your journey different to your previous assignment)	yes <input type="checkbox"/>	no <input type="checkbox"/>	Week Ending ? _____
			Pay Frequency ? _____

Travel (HMRC require information on vehicles being used for business use)

Vehicle Make _____	Registration No. _____	Vehicle Type _____
Vehicle Model _____	Petrol/Diesel/LPG _____	Size of Vehicle Engine _____

The amount of mileage travelled... (please include a VAT receipt for the purpose of ePayMe or HM Revenue & Customs spot audits. A receipt for £15 per 100 miles will suffice)

Date of Travel	Name & Location of Assignment	Home Postcode	Assignment Postcode	Time you Leave Home	Time you Arrive Home	Business Miles Claimed
day one						
day two						
day three						
day four						
day five						
day six						
day seven						

Amount you can claim on mileage	
Car (before 10,000 miles per tax year)	0.45p
Car (after 10,000 miles per tax year)	0.25p
Motorbike	0.24p
Bicycle	0.20p

Total amount of business miles travelled

VEHICLE ALLOWANCE p x MILEAGE = Total (£)

Subsistence (including - food, travel excluding mileage, accomodation, subsistence etc. - these are required to be supported by receipts where required)

Expenses	Additional Details	Amount (£)
Breakfast - (Leaving home before 6am on an irregular basis only)	Number of Days	@£5.00
Lunch - (One Meal - work over 5 hours)	Number of Days	@ £5.00
Two Meals - (Work over 10 hours- this includes lunch allowance)	Number of Days	@ £10.00
Late Evening Meal - (Finishing work after 8pm on an irregular basis only)	Number of Days	@ £15.00
Home Office (Proof required)	Weekly Allowance	@ £4.00 p/w
Additional Receipted Expenses...		

Total expenses claimed (£)

Total expenses claim - MILEAGE p + RECEIPTED EXPENSES p = Total (£) p

By signing and submitting this form you declare that the details are correct and factual. You also confirm that all expenses being claimed for during this period are for business purposes only. That you are a temporary worker intending to complete multiple assignments, and that you are within the 24 month ruling. You will need to retain all receipts and copies thereof for the purpose of a HM Revenue & Customs or ePayMe spot audit. You remain personally liable for any underpayment of TAX or NI resulting from an invalid claim. Claims submitted without a signed or fully completed Expenses Form will either be declined or delayed in being processed.

SIGNATURE	DATE
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