

Expenses Claim Form

Please complete and return this form to the address below to arrive no later than Tuesday of each pay week. DO NOT fax your completed expense forms as they will not be accepted.

PERSONAL DETAILS

Name Ref No.

Start Date

- Expense claims will not be processed if the claim form is incorrectly completed or the declaration is not signed.
- All original receipts must be attached where applicable.
- Travel expenses incurred when travelling to site are allowed provided you do not expect to be at a site for more than 24 months.

SITE WORKERS

• Mileage Make Model Reg. No Engine CC

DATES

JOURNEYS

| FROM | TO | FROM | TO | MILES | No. of Journeys | TOTAL |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | X <input type="text"/> | = <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | X <input type="text"/> | = <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | X <input type="text"/> | = <input type="text"/> |

Reminder - Supply VAT receipts for fuel to support your mileage claims. Without receipts mileage cannot be paid.

TOTAL

• Travel Fares (Air, Rail, Taxi, Etc.)

£

Attach Receipts

• Parking

£

Attach Receipts

AWAY FROM HOME ON BUSINESS

• Accommodation (Hotel / Bed & Breakfast)

£

Attach Receipts

• Rented Accommodation (Rental Agreement to be provided)

£

Attach Receipts

• Overnight Meal Subsistence up to £20 per night

No. of nights

£

Attach Receipts

And / Or

• Daily Subsistence / Meals & Drink (Over 5 hours £7max, Over 10 Hrs £15 max)

£

Attach Receipts

• Personal Incidental Expenses (Not to exceed £5 night)

£

Attach Receipts

MISCELLANEOUS EXPENSES

• Telephone + Internet

£

Attach Itemised Bill

• Car hire

£

Attach Receipts

• Stationery

£

Attach Receipts

• Postage

£

Attach Receipts

• Training

£

Attach Receipts

• Books / Journals

£

Attach Receipts

• Other

£

Attach Receipts

Declaration of Expenses

I declare that these expenses claimed have been incurred totally and exclusively to carry out the performance of my duties as an employee of Zeva.

SIGN
HERE



Claiming Expenses

A Temporary Workplace – Travel or Subsistence expenses may be available

A temporary workplace is somewhere the employee goes only to perform a task of limited duration or for a temporary purpose.

A Permanent Workplace – No Travel or Subsistence expenses may be claimed

A workplace is a permanent workplace if the employee: If either of these criteria applies a worker would not be entitled to tax-relief for travel expenses between home and work.

- Goes to the same workplace in the course of a period of continuous work which lasts, or is likely to last, for more than 24 months; or
- Goes to the same workplace for all or almost all of the time for which the employee is likely to hold, or continues to hold, the same employment.

One project / location during one employment period does NOT constitute a temporary workplace, and therefore no travel or subsistence expenses may be claimed.

Claiming legitimate expenses is the single biggest way you'll benefit financially from working through an umbrella company as opposed to standard employment. The more (legitimate) expenses you claim the less tax you pay and the more income you take home - in the region of 40% of the total expenses that you have claimed.

Expenses are not paid as an additional sum on top of the amount received by Dhongens from the agency. Expenses will be reimbursed to you after the payment of your contracted pay and before your profit-related pay is calculated. This enables you to obtain tax and NIC relief for these expenses up front and means that you will see more money in your bank account. If your expense form covers several weeks it may not all be reimbursed in the same week – it may be carried forward each week until all the expenses have been allocated.

Any expenses will be paid from your profit related bonus no expenses will be paid in excess of the total profit related bonus available.

Mileage: You may claim a mileage allowance if you use your own vehicle for travelling to and from work. Write the destination and reason for journey, dates of travel and car details on each form. You must also provide VAT receipts for the fuel used. These receipts should be sufficient to cover the number of miles you claim (as a guide, you'll need receipts for about £13 for every 100 miles claimed). The receipt should be dated not more than a month before the date travelled. All petrol stations provide VAT receipts if you ask for them.

- Mileage allowance for cars and vans is paid at a higher rate for the first 10,000 miles travelled during the tax year and at a lower rate above 10,000 miles – currently 40p per mile and 25p per mile respectively
- A lower rate of mileage allowance is paid for motorcycles, currently 24p per mile
- Mileage allowance covers licence and insurance, servicing, tyres, spare parts etc., as well as fuel
- We may ask for a copy of your registration document when you claim mileage as proof of ownership.
- Mileage allowance for bicycles is paid at 20p per mile

Travel: Other travel costs that can usually be claimed (with receipts) are: Ferry costs, Bus Tickets, Taxi Fares, Tube and Train Tickets, Parking Costs, Plane Tickets, Toll Charges, Congestion Charges.

Meals: If you are at work for over 5 hours you will be able to claim for up to £7 of receipted meals, if you are at work for over 10 hours you will be able to claim up to £15 of meals, again to be backed up by receipts. All the receipts you send in must show individual items so we can total up the food you have bought.

You will only receive the amount you have spent, so if you were at work for over 5 hours and spent £3.50 on lunch, you would only receive £3.50 not £7.

Accommodation: You can claim for accommodation if you are staying away from your normal permanent address in the course of your work. We must have a receipt that includes the hotel/B&B's name, address and telephone number (preferably a VAT-registered business with the receipt supplied on headed paper). You are entitled to accommodation costs, plus an additional £5.00 per night (for personal incidental expenses related to staying away from home), and up to £20.00 per day can be claimed in respect of meals, but receipts must be provided.

We can process your claim for personal incidental expenses on sight of the accommodation receipts, but if you are claiming for meals, you need to provide itemised receipts for each meal.

Tools/Clothing: You may claim for industrial tools that are solely for your use at work and clothing that relates to safety wear (such as fluorescent jackets and steel toe-cap boots). VAT receipts must be included for these claims. You may also claim for the cost of laundering protective clothing. You also need to provide receipts for these.

Telephone (fixed line or mobile): You can only claim for business calls, not private calls or rental. Highlight each business call on your itemised bill and include the original bill (NOT a photocopy) when you send us your expense claim. If you use a pay-as-you-go mobile phone and pay top-ups, you must still provide an itemised bill if you wish to claim for business calls.

Professional associations: If you belong to a professional body, you may find that fees and subscriptions are allowable expenses.

For further information regarding expenses you can contact HMRC direct about this at Ocean House, 87-89 London Road, St Leonards-on-Sea, East Sussex, TN37 6AD. Tel: 01273 225260. Fax: 01424 462103 or visit www.hmrc.gov.uk

If you are, at any time, unsure of what you can and can not claim you must notify Zeva immediately.

Any questions? Call the Zeva helpline on 0808 168 2772 (9am-5pm)