



Expenses Record Form

Personal Details

Name: Payroll No:

Job Title: Agency:

Transport	1-10,000 Miles	10,001 + Miles
Motor Vehicle	45p per mile	25p per mile
Motorcycle	24p per mile	24p per mile
Bicycle	20p per mile	20p per mile

Use of Private Car: If work on a particular site is anticipated to be less than a two year period, then such a site is deemed to be temporary and you can claim a mileage charge between such a site and your home. The table above provides you with information of the various mileage rates dependent on the number of miles travelled.

Vehicle Make	Vehicle Model	Engine Size (CC)	Fuel Type	Mileometer Reading	Registration Number
Date Worked	Start Point	Destination	Mileage	Rate	Total
Totals:					

Other Travel

Date Worked	Travel Details (Ferry, Train, Tube, etc.)	Total
Total:		

Subsistence

Date Worked	Time Left Home	Time Finished Work	Hours Away From Home	One Meal Rate <small>Away from home over 5 hours</small>	Two Meal Rate <small>Away from home over 10 hours</small>
Total:					

Accommodation Details

Date Stayed	Where did you stay / How Many nights	Total

Tools and Work Clothing

Date	Details of Expense	Total

Any Other Expenses

Date	Details of Expense	Total

I declare that I have read and understand Liquid Friday Expenses Policy and I declare that the expenses on this form were incurred wholly, exclusively and necessarily in the performances of my duties. I declare that I expect to be working at the current location for less than two years.

Signed:

Date:

Notes

- Only the stated expense categories can be accepted.
- Photocopy and email receipts/bills to expenses@liquidfriday.co.uk or faxed on 023 9288 3301 and the originals kept safe (for 6 years).
- Expenses will be back-dated up to 4 weeks without an additional charge. All weeks prior to this will be charged at £5 per week (up to a maximum of £50 VAT) and only be backdated within the current tax year.
- All claims must be submitted by Tuesday to be included in Friday's payment.
- All expenses detailed above (except subsistence) must be supported by a valid (copy) of a receipt and the original kept by the claimer.
- Please contact Liquid Friday if you expect your contract to last more than 24 months, as this may affect your expenses claim.
- Subsistence can be submitted provided the cost of the meal is incurred on the day of work.

0800 316 6030

| 023 9288 3300

| expenses@liquidfriday.co.uk