

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	YES	NO	Is a Majority of the NEW Journey Considerably Different than	YES	NO
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* Please read HMRC guidance on temporary workplaces and the 24 Month Rules

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 - Please supply relevant VAT Petrol Receipts to justify Mileage Claims)

Date of Journey	Assignment Location	Home POST CODE	Assignment POST CODE	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 if & where required)

Date	Details of Expenses Claimed			Total (£)
Breakfast (leaving before 7am - without receipts)	Number of Days	1 to 7	@ £5.00	
Lunch (without receipts)	Number of Days	1 to 7	@ Rate	
Evening Meal (after 7pm - without receipts)	Number of Days	1 to 7	@£15.00	
Home as Office (without receipts)	Number of Days	1 to 7	@ £2.50	
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 milage not accompanied by a completed Milage Log will not be accepted. 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 did incur this cost of equal or greater value and accept that these are approved HMRC scale rate items.

SIGN HERE