

Must be submitted by 1pm
Tuesday for previous weeks
work

EXPENSE FORM

Employee No

Please refer to our expense guide for advice and guidance on completing this form.

First Names	Place Of Work
Surname	Recruitment Agency or Agencies

TRAVELLING EXPENSES - You can claim mileage from home, to work, back to home. Enter your journey details below:-

Vehicle	Up to 10,000 miles	Over 10,000 miles
Cars/Vans	45 pence per mile	25 pence per mile
Motorcycles	24 pence per mile	24 pence per mile
Cycles	20 pence per mile	20 pence per mile

DATE	VEHICLE	JOURNEY DETAILS (enter from home to work back to home)	MILEAGE

TOTAL MILAGE

Fuel receipts will need to be retained by you. These may be asked for whilst conducting internal audits and a potential HMRC query.

You are also entitled to the following SUBSISTENCE - Enter the number of days as appropriate

Breakfast - Up to £5.00 per day (irregular early starters only) The rate will be paid if you leave home earlier than usual and before 6am and incur a cost of breakfast taken away from your home. If you always leave before 6am then this does not apply	One Meal (5 hour rate) up to £5.00 per day This rate will be paid if you have been away from you home/ normal place of work for at least 5 hours and incurred a cost of a meal
Two Meal (10 hour rate) - up to £10.00 per day This rate will be paid if you have been away from your home/normal place of work for at least 10 hours and incurred a cost on a meal or meals.	Late Evening Meal (irregular late finishes) up to £15.00 pd This rate will be paid if you finish work later than usual, finish after 8pm having worked your normal day and have to buy a meal which you would usually have at home.

ENTER THE NUMBER OF DAYS TO ENABLE US TO PROCESS YOUR SUBSISTENCE - No receipts required for Scale Rate Subsistence

SCALE RATE SUBSISTENCE	Number of Days	Amount	Total Claim
Breakfast - Up to £5.00 per day		£	£
One Meal - Up to £5.00 per day		£	£
Two Meals - Up to £10.00 per day		£	£
Late Evening Meal - Up to £15.00 per day		£	£
TOTAL		£	£

You will need to retain receipts when you purchase meals. These may be asked for whilst conducting internal audits and a potential HMRC query.

Miscellaneous Expenses - All receipts will be required to process these payments

Fares (e.g. Air, Rail , Oyster Card etc)	£		
Telephone & internet	£	Subscriptions	£
Car Hire	£	Books & Journals	£
Postage, Faxing & Photocopying	£	Training Courses	£
Stationary	£	Clothing	£
Other	£	Overnight Accomodation	£

I declare that the above expenses were incurred wholly, exclusively and necessarily in the performance of my duties as an employee. The expenses above relate to a site that I expect to work at for 24 months or less. I intend to work at more than one site during my temporary career with Elect Solutions LLP and confirm this is not my last assignment as a temporary worker. Although receipts are not required for mileage and subsistence for us to offset these expenses, please note that all receipts will need to be held by you to support a potential HMRC query.

SIGNED

DATE