

Personal details

Full Name

Telephone

Agency

Key Reference no.

Period End Date

for which you are claiming

Pay Cycle

Please tick **ONE** option

Weekly
 Two Weekly
 Four Weekly
 Monthly

PLEASE NOTE: If you are claiming expenses for work carried out with more than one agency you **MUST** submit an Expense Claim Form for **EACH** agency you work for.

Please always refer to the Allowable Expenses Guidelines to determine which expenses you may claim during your contract

Site based workers

TRAVEL

Mileage (Remember you must keep a log of your mileage)

Car/ Van <input type="checkbox"/>	Motorbike/ Scooter <input type="checkbox"/>	Bicycle <input type="checkbox"/>	miles <input type="text"/>	@	pence <input type="text"/>	TOTAL
						£ .

Fares (Air, Rail, Taxi etc.) Receipts/Tickets

£ .

Parking Receipts/Tickets

£ .

BREAKFAST (Leaving home for work before 7am) No Receipts

days @ £5.00 per day

£ .

Receipts

£ .

LUNCH No Receipts

days @ £7.50 per day

£ .

Receipts

£ .

EVENING MEAL (When your working day, including travelling time, exceeds 10 hours) No Receipts

days @ £15.00 per day

£ .

Receipts

£ .

Any worker required to stay away from home on business

ACCOMMODATION

Hotel / Bed & Breakfast Receipts

TOTAL

£ .

Rented Accommodation & Associated Utilities (Rental agreement to be provided with first claim)

£ .

OVERNIGHT MEAL SUBSISTENCE (This replaces breakfast, lunch and evening meal round-sum allowances) No Receipts

nights @ £25.00 per night

£ .

Receipts

£ .

PERSONAL INCIDENTAL EXPENSES (Not to exceed £5.00 per night) No Receipts

£ .

Miscellaneous expenses that apply to all workers

Use of home as office No Receipts

weeks @ £2.00 per week

TOTAL

£ .

Telephone & internet Itemised Bill

£ .

Car hire Receipts

£ .

Postage, faxing & photocopying Receipts

£ .

Stationery Receipts

£ .

Training courses (Contact us before claiming this expense) Receipts

£ .

Books & journals Receipts

£ .

Subscriptions Receipts

£ .

Signed

Date

Please post this Expense Claim Form along with **ALL** relating receipts to Key House, 18 Seaward Place, Centurion Business Park, Glasgow G41 1HH. Any claims which do not require supporting receipts may be faxed to 0845 371 0309. For all enquiries call our Client Care Team on 0845 371 0303. In order to ensure that your expenses are processed with your payroll, they must arrive at key at least 24 hours before your payroll is processed. Key Portfolio Ltd reserve the right to disallow any expenses claimed.