



A GUIDE TO CLAIMING BUSINESS EXPENSES

AND

EXPENSE CLAIM
FORM TEMPLATES

Expenses Guide

What is a Business Expense?

A business expense is any costs you incur exclusively in the daily performance of your contract.

Why should I claim expenses?

Claiming expenses can increase your net earnings. For example, if you claim £100 of expenses each week, after off-setting against tax, you will receive between 15% to 20% back in your wages.

How do I start claiming expenses?

To start claiming expenses please complete the Mileage Claim Form for all mileage, and the Expenses Claim Form for all other claims, The template (right – double sided) needs to be detached and photocopied for regular use. When completing the expenses claim form all original receipts for each entry are necessary for the claim to be accepted.

Claims should be sent in weekly, however if the claim is reasonably small monthly submissions will also be acceptable. It is **ESSENTIAL** that the claim forms are submitted well in advance of the end of your contract because it is only possible to process expenses if you are **currently working as a contractor and using Key's services**.

Instructions for Mileage Claim Form

- 1 Complete all sections
- 2 Claim sheet must be signed & dated by you
- 3 Only use the claim form for business mileage
- 4 You can claim an offset mileage allowance of – (Please refer to approved mileage allowances sheet for current rates)

Instructions for Expenses Claim Form (What can I claim)

- 1 You can claim an offset allowance for transport fares during business hours, i.e. taxi, bus, train, etc.
- 2 An allowance against parking charges /receipts and tunnel / bridge / toll fares.
- 3 Business related telephone calls. To do this you must highlight the calls you wish to claim on an itemised phone bill and send this to us. (Calling Key counts as a business call). You must give a reason for dialling the numbers highlighted. We have the right to check the validity of any calls being claimed.
- 4 Books and Professional fees for your profession.
- 5 All receipts, vouchers and bills must be attached;

Attached Templates

To ensure you always have expenses forms available, please detach the template sheet (right) and photocopy both sides.

Fully Complete all forms and send them to the address opposite.

Included templates:

Mileage Form (Template)

Expenses form (Template)

Please send all forms to:

Key Payroll Services Ltd
111 Union Street
Glasgow
G1 3TA

