

Employee's Full Name		
Home Address		
Postcode*		Tel No.
D.O.B / NI Number*		
Agency / Company		



RED Contractors Ltd.

Expenses Claim

UMBRELLA
FREELANCE
CIS

All claims for expenses must arrive at our office no later than Tuesday 9pm.
All fields marked* must be completed.
All fields marked† must have receipts sent in.

Individual Date Worked	Journey Details/ Location of Workplace	Home/Start Postcode*	Workplace postcode*	Time left home*	Time returned home*	Round trip Business mileage*	A Subsistence* 5 Hrs = £5 10 Hrs = £10	B Total miles claimed at 45/25p per mile*	C† Bus/Train/Taxi Public Transport* Receipts Required†	D† Accommodation (Away from home)
							£	£	£	£
							£	£	£	£
							£	£	£	£
							£	£	£	£
							£	£	£	£
							£	£	£	£
							£	£	£	£
Mileage claims will be checked with route planner					Totals		£	£	£	£
Do not send in subsistence receipts but please retain as they may be required by HMRC										

D. Sundry Expenses†

Date	Description PPE / TOOLS etc†.	Amount	Summary*
		£	A Subsistence £
		£	B Mileage £
		£	C Transport† £
		£	D Sundry & Accom† £
	Total	£	Total Expenses* £

NOTES:
As an employee under a contract of continuous employment, working on an assignment at a variety of temporary workplaces, expenses associated with travelling to or working at a site are allowable. If a single assignment is expected to be for a period of 24 months or more, or is expected to be the final assignment under the contract of employment travelling expenses are not allowed.

DECLARATION:
I declare that the above mileage was incurred wholly, necessarily and exclusively in the execution of my duties as an employee of RED, I fully accept and understand that I am wholly liable for any additional taxation due in the event HMRC disputes all or part claim.

Signed* _____ Date*: _____

EXPENSES

Please read carefully and retain copies of all receipts.
(You are responsible for all records of receipts)

In general, for an expense to be claimable it must be incurred **solely within working hours**.

Please see full details below of **LEGITIMATE** work related expenses you can claim.

All expenses Forms/emails/online Submissions MUST be submitted to us NO LATER than 9PM TUESDAY of each week otherwise the expenses WILL NOT be paid that week and will be carried forward.

NO EXPENSES CAN BE TAKEN/ACCEPTED OVER THE PHONE OR ON EMAIL UNLESS ON AN OFFICIAL EXPENSE FORM.

You can fax to 0844 8467311 or submit them using the Red Contractors portal.

EXPENSES POLICY

The following is a list of the most common expenses you can claim.

Travel/Mileage from home or place of lodging to work place. This is inclusive of any maintenance and petrol. Please do not round up mileage.

CAR	0.45p Per mile up-to 10,000 Miles 0.25p thereafter
MOTORBIKE	0.25p Per mile
BICYCLE	0.20p Per mile
CAR PASSENGER applicable to <u>DRIVER</u> only	0.05p Per mile

****YOU MUST GIVE YOUR HOME POSTCODE AND TEMPORARY WORK PLACE POSTCODE AS SPOT CHECKS WILL BE TAKING PLACE ON THE MILEAGE****

Bus/Train/Flights/Taxis - We must have the receipts/tickets for these to be processed, **copies of receipts must be sent along with paper forms, or tick the boxes online to show you have a receipt.**

PPE & TOOLS

Can be claimed as long as it is for work purposes - **Receipts are required to ensure these are processed, copies of receipts must be sent along with paper forms, or tick the boxes online to show you have a receipt.**

LODGINGS

You can claim up to £100 per night for accommodation - **Receipts/Invoices are required to ensure these are processed, copies of receipts must be sent along with paper forms, or tick the boxes online to show you have a receipt.**

FOOD & DRINK (SUBSISTANCE)

These can be claimed for the amount of hours you are out of the house per day for working purposes and **must** be purchased during working hours only.

5 – 10 hours	£5 per day
10 + hours	£10 per day

TRAINING COURSES

Courses relating to your work only-proof of purchase must be given, **copies of receipts must be sent along with paper forms, or tick the boxes online to show you have a receipt.**

LAUNDRY

£1.50 per **WEEK**. If you take your work clothes (only) to a launderette please note on the expense form and send a copy of the receipt as proof of purchase.

ENQUIRIES

If you are unsure of any legitimate claims that can be made please call customer services on 0113 3697989 – Option 2.