

Expense Guidelines for Umbrella PAYE

This leaflet is a guide to the type of expenses which are considered allowable by HMRC in line with their most current legislation.

HM Revenue and Customs (HMRC) states that expenses claimed must be incurred wholly, exclusively and necessarily for the performance of the assignment. What can be claimed is strictly defined by tax laws. Expenses will be processed in line with current legislation and interpretation of HMRC rule.

Any expenses attempted to be claimed outside of these laws will not be processed.

The company is required by law to only process (as far as possible) legitimate expense claims. HMRC may review individual cases and decide that some expenses claimed should in fact be taxable as a 'benefit in kind'. If this happens, it is **YOUR** responsibility to pay tax on these particular expenses. This is why we aim to work alongside you to ensure only those expenses that are considered acceptable are processed.

Expenses are off set against your taxable income to lower your tax and both national insurance liabilities, all claims will be checked to make sure they are legitimate, reasonable and have actually been incurred wholly, exclusively and necessarily for the performance of the assignment on a weekly basis.

Expenses can be claimed for by requesting claim forms that must be completed fully and returned to the office with accompanying receipts.

You can also submit any expense claims on our online portal. Every candidate registered with our Umbrella payroll services has access to their individual portal (login details can be requested from the office at payroll@fencross.com). This means all expenses can be submitted online, making the process quicker.

Please note when submitting your expenses, you will need a full, clear receipt as proof.

If receipts are not readable and do not include the **date**, payable **amount** and **items** on the receipt, HMRC will not allow us to use these.

Some examples of receipts that would be accepted/rejected have been included at the end of this leaflet.

What can be claimed for?

Mileage

You can claim a mileage allowance if you use your own vehicle for travelling to and from your temporary place of work.

If you use your own vehicle, the company must hold a copy of the V5 document for the vehicle you are using as proof of ownership.

You may claim £0.45p per mile for the first 10,000 miles in any fiscal year, for any miles over this the mileage allowance will be calculated at £0.25p per mile.

This allowance is deemed to cover fuel and running costs (road tax, mot, insurance, maintenance, servicing, finance, etc.) so you will not be able to claim for anything in addition to the mileage rate regarding your vehicle.

If you are charging a mileage rate back to the agency/client you may be able to claim the difference between the amount you charge back and £0.45p (£0.25p per mile if over 10,000 miles)

For example, if you charge back £0.30p per mile to your agency/client you can claim the difference of £0.15p per mile if you are under your 10,000 mile limit, but once you are in excess of 10,000 miles then the difference between £0.30p and £0.25p per mile will be taxable.

If you are a passenger in a car you are entitled to claim £0.05p per mile.

If you travel to work by motorcycle or cycle you can claim at the rates of £0.25p per mile for your first 10,000 miles in any fiscal year and £0.20p per mile after the first 10,000 miles.

All mileage can be uploaded on to your own personal portal and there is a separate guide on this should you need it. You will need to supply the VAT fuel receipt, this can be uploaded on to the portal, these receipts must be sufficient to cover the number of miles you claim. The date of the receipt should be dated not more than a week before the date travelled and not been used to support any other Fuel/mileage claim. All petrol stations provide VAT receipts if asked.

Other Vehicle costs

You can also claim for parking, toll and congestion charges but you may not claim for speeding or parking fines.

If you need to hire a vehicle, the actual hire charged can be claimed under expenses but as you will not own the vehicle you will only be permitted to claim the actual cost of fuel purchased during the hire period which will need to be supported by valid VAT receipts. This can be claimed for in the 'other expenses' section of our portal claim service.

Other travel

The cost of travel by public transport can also be claimed but any claim has to be supported by a valid receipt or ticket showing where and when you travelled with the cost. Public transport includes Bus tickets, Tube & Train tickets and Ferry costs.

If you are traveling by Oyster card you will need to supply a statement with any receipts, you can obtain this from any Oyster ticket machine or via your on line Oyster account.

Taxi fares and Plane tickets are accepted if necessary for the assignment.

Subsistence

Employees can claim the cost of their meals when working away from their permanent workplace. All receipts must be provided.

For example, if you take lunch with you from home, you cannot claim the cost, as you have not incurred an additional cost. However, if you purchase food from a café/fast food restaurant while working at your temporary work place, this can be claimed for.

- Reasonable breakfast costs up to the value of £5.00 can be claimed if you sometimes start work before 06.00. If you always start work before 06.00 this cannot be claimed.

- Reasonable lunch expenses up to the value of £5.00 can be claimed if you work over 5 hours.
- Reasonable dinner expenses up to the value of £10.00 can be claimed if you work over 10 hours. If you are staying away from your permanent location, as required for the assignment, then you may also claim up to the value of £15.00 for a late evening meal.

Professional Associations and Subscriptions

You may be able to claim for the expense of joining/subscribing annually to certain professional bodies or learned societies. These need to be relevant to the duties of your assignment and approved by HMRC, You can obtain a list of approved bodies at www.hmrc.gov.uk/list3/index.htm.

Clothing, Tools and Equipment

Uniform and clothing that relates to safety wear (such as fluorescent jackets and steel toe-cap boots) can be claimed if your client/agency specifically requires them. Everyday clothing cannot be claimed. The cost of cleaning, laundering and repair of protective clothing/uniform can also be claimed. VAT receipts must be supplied.

You may claim for industrial tools and equipment that are solely for your use at work. VAT receipts must be provided to support the claim, as well as evidence that the equipment is specifically required for your current assignment, is wholly necessary for you to perform your duties, and that your client/agency will not provide you with the equipment.

Equipment that is just general for your role, but not specific to your current assignment cannot be claimed.

Stationery & Postage

The cost of stationery, consumables, books, manuals, computer software and postage stamps/services can be claimed.

These must be supported by receipts and as always wholly and exclusively for the purpose of the work assignment undertaken. Should the item not be wholly for the assignment, it may be possible to claim a portion of the cost.

Secondary Accommodation Costs

Unfortunately, due to the new legislation, secondary accommodation costs can no longer be claimed for.

If there is anything you are unsure of whether or not you are eligible to claim for, there is always a full list of up to date guidelines at <https://www.gov.uk/search?q=employee+expenses>.

If you are still unsure, please do not hesitate to contact us in the office on 03333660011.



Example receipts:

TESCO Express
RAINHAM EXP 0345 6757270

SNICKERS	£1.00	C
LUCOZADE	£1.05	C
SUNBITES	£0.58	A
PASTA SALAD	£2.00	A
MALTESERS	£1.00	C
SUB-TOTAL	£5.63	
MULTIBUY SAVINGS		
MEAL DEAL £3	-0.63	
TOTAL SAVINGS	-0.63	
TOTAL TO PAY	£5.00	
CASH	£5.00	
CHANGE DUE	£0.00	

VAT RECEIPT SUMMARY

Rate	NET	VAT
A 0% VAT	£1.95	£0.00
C 20% VAT	£2.54	£0.51
VAT TOTAL	£4.49	£0.51

VAT NO: 220430231

JOIN CLUBCARD TODAY
This visit could have earned you 5 Clubcard points and contributed towards Clubcard Fuel Savings. To join, visit tesco.com/clubcard/join, text 'Join' to 80580 or call us on either 0800 591688 or 0330 1231688

How are we doing?
Text 6483 & a comment to 85001 (FREE)
Or visit www.tescoviews.com
and collect 25 Clubcard points.

16/05/14 13:33 6483 003 1007 7547

TESCO Express
RAINHAM EXP 0345 6757270

LUCOZADE	£1.05	C
SNICKERS	£1.00	C
CHEWTNG GUMS	£0.70	C
SUNBITES	£0.58	A
PASTA SALAD	£2.00	A
TOTAL	£5.33	
CASH	£5.00	
HOLBORN SMTH	£3.03	C
TOTAL	£3.36	
VISA DEBIT SALE	£3.36	
AID : A0000000031010		
NUMBER : *****7336	ICC	
PAN SEQ NO : 00		
AUTH CODE : 016314		
MERCHANT : 1		
START : 07/12 EXPIRY : 08/15		
Cardholder PIN Verified		
CHANGE DUE	£0.00	

VAT RECEIPT SUMMARY

Rate	NET	VAT
A 0% VAT	£2.58	£0.00
C 20% VAT	£4.82	£0.96
VAT TOTAL	£7.40	£0.96

VAT NO: 220430231

JOIN CLUBCARD TODAY
This visit could have earned you 5 Clubcard points and contributed towards Clubcard Fuel Savings. To join, visit tesco.com/clubcard/join, text 'Join' to 80580 or call us on either 0800 591688 or 0330 1231688

How are we doing?
Text 6483 & a comment to 85001 (FREE)
Or visit www.tescoviews.com
and collect 25 Clubcard points.

16/05/14 13:35 6483 003 1007 7550

Look Out for red circles while requesting receipt.

Accepted VAT Receipt For Expencc Claim



TESCO
Petrol Filling Station
LAKESIDE_PFS_0345_6779209

Why not try grocery shopping at Tesco.com?
1 hour delivery slots from £1.
Free Click + Collect groceries when you spend £25 or more.
Selected stores at selected times only
Subject to availability

PUMP # 8 DIESEL (C) 18.03 litre @ 110.9 P/L £20.00 C

TOTAL £20.00
CASH £20.00
CHANGE DUE £0.00

Rate	NET	VAT
C 20% VAT	£15.57	£3.33

VAT NO: 220430231

CLUBCARD NUMBER *****5953
POINTS THIS VISIT 10
TOTAL UP TO 09/02/15 315
TOTAL INCLUDES:
GREEN CLUBCARD POINTS 5

CLUBCARD FUEL SAVE

SAVINGS EXPIRING end of FEB 12 P/L
SAVINGS EXPIRING end of MAR 6 P/L

Big or small, every shop counts towards fuel savings

For every £50 you spend you'll earn 2p off a litre of fuel. You don't have to spend £50 in one go, just scan your Clubcard every time you shop and your fuel savings will build up across the month. There's no limit to the number of fuel savings you can earn each month, but the maximum you can use in one go is 20p per litre. When you're ready to redeem, visit a Tesco Petrol Station, fill up and pay Less. Find out more at tesco.com/fuelsave

10/02/15 17:51 3835 081 4501 2861

EDMONTON SERVICE STATION.
55 - 59 FORE STREET
EDMONTON
LONDON N18 2SX
TEL 0208 8071 441

VAT REG NO. 118 524 227

2-1-695-3506 14/02/2015 21:27

PUMP 4 UNLEADED 27.55L
#108.9ppl £ 30.00

TOTAL INC VAT £ 30.00

CASH £ 10.00

**** CUSTOMER RECEIPT ****
Card: VISA DEBIT

14.02.2015 21:26:29
Term-Id:73044468 TA-Num:067106
Trx.-No.:5613 Act.code:00000000
Receipt: 01/6900/0171
Auth.: 044083
App-ID: A0000000031010
Card: xxxxxxxxxx0718
Expiry: 09/16
Issuer No: 2 TDS: ICC
Total: 20.00GBP

Transaction complete
EMV-DATA: F800/410302/02
Please debit my account with the total amount
Verified by PIN
Please Retain Receipt

VAT SUMMERY	VAT REG NO.	RATE	EXCL	VAT	INCL
	118 524 227	20.00%	25.00	5.00	30.00

THANK YOU FOR YOUR CUSTOM!

ASDA MILTON
ASDA STORES LTD - 4927
TEL:- 01382 503703

VAT number 362 0127 92

Your operator today is
30/12/2013 at 05:01 pm
Shift 3807
Transaction Number 189243 On Till 1

Pump 3: LPG
42.28 L. @ 68.7 p = £29.05

TOTAL = £29.05

CASH PAID = £29.05

VAT Rate	NET Price	V.A.T.	Gross Price
20.0%	24.21	4.84	29.05

Thank you for your custom
Please Call Again

LPG CAR FUEL 68.7 p.p. Litre

Accepted VAT Receipt for Milage Expense (Petrol, Diesel & LPG).
Look out for Circle while Requesting Receipt.
If there is no VAT Reg no. on the receipt it will be rejected



← Not Accepted

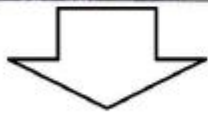


← Not Accepted

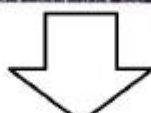
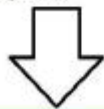


← Accepted

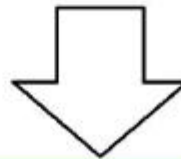
Look For Circles
VAT no. and Amount must be there



Receipt like this where you can't see any amount which is hidden by other receipt is not accepted at all for expense claim, receipt has to be fully-visible. Otherwise it will be rejected



Cardholder receipt are not accepted for expence claim. Receipt should have full decription of any item purchased as well as Vat Reg no.



Receipt like these will be **rejected** and will not be **proceded** as expense claim.