

Expenses Claim Form

NAME:	<h2 style="margin: 0;">PAYROLL VILLAGE</h2> <p style="margin: 5px 0;">Address: Limehouse Court, 3-11 Dod Street, London, E14 7EQ</p> <p style="margin: 5px 0;">Tel: 0207 537 6641</p> <p style="margin: 5px 0;">Email: payrollservices@payrollvillage.co.uk</p> <p style="margin: 0;"><i>making payroll simple</i></p>
ADDRESS:	
AGENCY:	
DATE:	

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Date	Description of Business Journey (From and To Postcodes)	MILEAGE				OTHER TRAVEL		SUBSISTENCE		OTHER EXPENSES			TOTAL
		Method of Travel (e.g. Car, Bus, Taxi, Walk etc.)	Mileage (rounded to nearest mile)	Mileage Rate (If for Car, Motorcycle or Cycle) £	TOTAL MILEAGE CLAIM (Column 4 x Column 5)	OTHER TRAVEL COSTS (Air, Rail, Taxi, Bus, Parking, etc.)	Tick if no receipt was available	SUBSISTENCE CLAIMED	Tick if no receipt was available	Description of Other Expense	OTHER EXPENSES CLAIMED	Tick if no receipt was available	TOTAL AMOUNT CLAIMED
Amount Claimed													

DECLARATION

- I confirm that I am responsible for the accuracy of each claim and confirm that this claim is correct and complete
- I confirm that this claim form constitutes my claim for expenses incurred in the performance of my duties of employment with my Employer
- I confirm that the above responses are true and accurate
- I confirm that it is my intention to move to another assignment after completing my current assignment
- I confirm that my current assignment will not extend to beyond 24 months
- I confirm that the travel and actual costs associated with subsistence expenses have been incurred as a consequence of the necessary attendance at a temporary workplace in the performance of my duties.
- I have attached appropriate receipts for all expenses claimed except mileage payments.
- I have read and understood the expenses policy to which this claim relates.

SIGNED _____

DATED _____

Authorised by Payroll Village
SIGNED
DATED

Guidance for Completion of Travel and Subsistence Expenses Claim Form

You need to submit your claim to us by 2:00pm on Monday for verification and processing in time for payment with your weekly pay on Friday.

You are reminded that when you sign your expense form you are confirming that the expenses claimed are incurred in the performance of your duties for your employer at a temporary workplace.

For further information on any aspect of our Expenses Policy or the claim process, please call the Payroll Team on 0207 537 6641. Please use the following guidance to ensure that you complete your form correctly. Read this in conjunction with your employer's Expenses Policy.

Complete one line for each day that you want to claim expenses for.

MILEAGE

Column 1 – Date

Input the date that you incurred the expense.

Column 2 – Description of Business Journey

We need to know where your journey started and where you travelled to. Please enter the postcode for each. Write 'Return' if you travelled home → workplace → home.

Column 3 – Method of Travel

Input the method by which you travelled to your temporary workplace, e.g. Car, Van, Bus, Taxi, Walk etc.

Column 4 – Mileage

If you travelled by car, van, motorcycle or bicycle input the numbers of miles you travelled between your home and location of temporary workplace (to the nearest mile) for the journey both there and back.

If you did not travel by car, van, motorcycle or bicycle go straight to column 7.

Column 5 – Mileage Rate

Based on your method of transport, business mileage can be claimed at HMRC's Approved Mileage Rates.

The current rates can be seen in the table below:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Car or Van	45p	25p
Motorcycle	24p	24p
Bicycle	20p	20p

Column 6 – Total Mileage Claim

Input the total amount of expenses you are claiming in relation to mileage for each day (column 4 x column 5).

OTHER TRAVEL

Column 7 – Other Travel Costs

If you travelled by public transport (e.g. bus, train etc) input the cost of your journey to and from work here. If you incurred any other costs connected with your journey such as parking or tolls enter the cost here.

Column 8 – No Receipt

Tick this column if you do not have the receipt/ticket for your journey or other travel costs. We may not be able to pay your expenses if you are not able to provide proof of what you have spent

SUBSISTENCE

Column 9 – Subsistence Claimed

Input the total amount that you have spent on food and drink during your travel to work and time at work each day.

Column 10 – No Receipt

Tick this column if you do not have the receipt for the money that you have spent. We may not be able to pay your expenses if you are not able to provide proof of what you have spent.

OTHER EXPENSES

Column 11 – Description of Other Expenses

If you claim Telephone costs, Professional Fees and Subscriptions, Overnight Accommodation, Tools or Equipment, Safety Wear or Designated Work Wear or Training then write the description of the expense you're claiming here.

Column 12 – Other Expenses Claimed

Input the total amount of expenses you are claiming in relation to the items listed under column 12 for each day.

Column 13 – No Receipt

Tick this column if no receipt was available for the other expense items that you are claiming. We may not be able to pay your expenses if you are not able to provide proof of what you have spent.

Total Expenses Claimed

Column 14 – Total Amount Claimed

Add up the totals from column 6, column 7, column 9 and column 12 and input the total for each d

EMAIL EXPENSE CLAIMS TO: PAYROLLSERVICES@PAYROLLVILLAGE.CO.UK
POST EXPENSE CLAIMS TO: **LIMEHOUSE COURT, 3-11 DOD STREET, LONDON, E14 7EQ**
If you have any questions, please call 0207 537 6641 and our Team will be happy to answer them
Payroll Village is a trading name of Payroll Village (Holdings) Limited