EXPENSE CLAIM FORM

N.B. Please refer to our Expense Guide for advice on whether you are entitled to claim travel and subsistence expenses and if "YES" guidance on how to complete this form.

PERSONAL DETAILS

Name:		From date:	/ /
Telephone:		To date:	/ /
Agency name:		Time worked:	Hrs Days

TRAVEL — CLAIM

Note: mileage claims for business travel using your own private vehicle, should be submitted on a Mileage Claim form.

Ordinary Commuting	Amount		Work-to-Work journeys	Amount		
Train and tube fares	£ .	+	Train and tube fares	£ .	=	£ .
Bus fares	£ .	+	Bus fares	£ .	=	£ .
Taxi fares	£ .	+	Taxi fares	£ .	=	£ .
Flights and ferries	£ .	+	Flights and ferries	£ .	=	£ .
Congestion charge / toll	£ .	+	Congestion charge / toll	£ .	=	£ .
Parking	£ .	+	Parking	£ .	=	£ .

ACCOMMODATION – Employees required to stay away from home on business — CLAIM

Hotel or Bed & Breakfast	£ .
Rented accommodation – please supply tenancy / rental agreement with first claim	£ .
Overnight meal subsistence – up to a maximum of £25 per night	£ .
Personal incidental overnight expenses – up to a maximum of £5 per night	£ .

DAILY SUBSISTENCE — CLAIM

For each day that you spend at a temporary workplace you can claim a daily allowance to cover the cost of food and drink actually incurred.

Meal rate (maximum claim is £25 per day)	Days	Max daily	
BREAKFAST – For irregular early starters, if you occasionally leave home before 6am and have breakfast		5.00	£ .
ONE MEAL – Away from home for at least 5 hours and have incurred a cost on a meal		5.00	£ .
TWO MEAL – Away from home for at least 10 hours and have incurred a cost on a meal or meals		10.00	£ .
LATE EVENING MEAL – Leaving work after 8pm and have incurred a cost on a meal		15.00	£ .

MISCELLANEOUS EXPENSES — CLAIM

Professional subscriptions		£ .
Telephone calls - itemised receipts are required		£ .
Training courses		£ .
Insurance – please supply copy of policy with first claim		£ .
Other – please specify		£ .

TOTAL EXPENSES CLAIMED £ .

I declare that all the expenses claimed for on this form have been incurred wholly, exclusively and necessarily in the course of performing the duties of employment, and that "Work-to-Work" travel contains no element of ordinary commuting and contains only travel between one work site and another.	Signed
Please post this Expense Claim Form to: **Expenses Department, i4 Pay Partners Limited, 25 West Quay, Ramsey, IM8 1DL.** Additional expense claim forms are available from our website together with the Expense Guide.	Dated
The Company reserves the right to disallow any expenses.	

NB: Original receipts should be kept in a safe place as they will be required if submitting an end of year claim via a Form P87 or self-assessment.