Portfolio®

EXPENSE FORM

Return to Key by 3pm on the Tuesday following the period worked.

3:00 PM DEADLINE

PERSONAL DETAILS

Full Name

Key Reference No. KEY

Telephone No.

Week Ending Date / /

AGENCY DETAILS

Have you registered more than one agency with us?

Yes ☐ If Yes, submit an Expense Form for each agency.

No ☐

Agency Name

EXPENSE CLAIMS – SECTION 1

Only complete Section 1 if you have not submitted these expenses online or on your agency timesheet. If your timesheet includes an expense section, these Section 1 expenses must be claimed on your timesheet and NOT on this Expense Form.

		MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
SCALE RATE SUBSISTENCE CLAIMS*				(Use ✔ to indicate)					
• **BREAKFAST RATE** (I left home earlier than usual and before 6:00am and incurred a cost on breakfast)									
• **FIVE HOUR MEAL RATE** (I was away from home for five hours and incurred the cost of a meal)	Only select one per day								
• **TEN HOUR MEAL RATE** (I was away from home for ten hours and incurred the cost of a meal or meals)									
• **LATE EVENING MEAL RATE** (My working day finished later than usual and after 8:00pm and I incurred the cost of a meal purchased and consumed away from home)									
TRAVEL – MILEAGE CLAIMS*				(Insert no. of miles, rounding up to nearest mile)					
• **CAR/VAN**									
• **MOTORCYCLE/SCOOTER**									
• **BICYCLE**									

*Supporting evidence for these expenses must be retained by you. For the qualifying criteria and values for these expenses, please refer to our Expense Guide or HMRC's website www.hmrc.gov.uk/briefs/income-tax/brief2409.htm.

EXPENSE CLAIMS – SECTION 2

TRAVEL

- Public Transport (Rail, Tube, Bus, Ferry) £ .
- Taxis £ .
- Flights £ .
- Parking £ .
- Car Hire £ .

ACCOMMODATION AND ASSOCIATED EXPENSES

- Overnight Meal Subsistence £ .
- Hotels, B&Bs & Rent £ .
- Utility Bills £ .
- Incidental Overnight Expenses £ .
  (Maximum £5.00 per night. Supporting evidence not required.)

MISCELLANEOUS EXPENSES

- Telephone £ .
- Postage, Faxing & Photocopying £ .
- Stationery £ .
- Books & Journals £ .
- Training Courses £ .
- Subscriptions £ .
- Other (please specify) _____ £ .
- Other (please specify) _____ £ .

The expenses I have claimed on this form were incurred wholly, exclusively and necessarily in the performance of my duties and I meet the relevant criteria as detailed in the Key Portfolio Expense Guide.

SIGNED _____ **DATE** / /

- Submit an Expense Form for each week, regardless of your pay frequency.
- Where applicable, attach supporting evidence to the back of this form.
- Refer to our Expense Guide at www.mykeypay.com/page/literature for guidance on completing this form. Expense Forms can also be downloaded from this link.

Post: Key Portfolio, Key House, 18 Seaward Place, Centurion Business Park, Glasgow G41 1HH
Email: expenses@mykeypay.com
Fax: 0845 371 0309
Tel: 0845 371 0303

DO NOT submit evidence with claim, retain for your records

DO submit evidence with claim