

EXPENSES CLAIM FORM

Name:		Week Ending:				
Agency:		Date Submitted:				

Clipper Contracting Group has issued this expenses policy to help you stay compliant with current legislation and to make you aware of the range of expenses that may be allowable to claim against tax. You should refer to the expenses policy for a full breakdown of what you may submit each week.

YOU WILL ONLY BE ALLOWED TO CLAIM EXPENSES IF YOU ARE DEEMED NOT TO BE UNDER SUPERVISION, DIRECTION AND CONTROL ON YOUR CURRENT ASSIGNMENT.

This expense form will need to be completed and received by us by **12PM ON TUESDAY EACH WEEK**. They can be returned **ONLINE** or **EMAILED** to: expenses@clippercontracting.co.uk or **POSTED** to Clipper Umbrella Department, Mey House, Bridport Road, Poundbury, Dorchester, Dorset, DT1 3QY.

PLEASE CONTACT US ON 01305 233170 IF YOU REQUIRE FURTHER ASSISTANCE.

Business Mileage

CAR INFORMATION	
Make	
Model	
Reg No.	
CC	

TRANSPORT TYPE	1-10,000 miles	10,001 + miles
Motor vehicle (car, van)	45p per mile	25p per mile
Motorcycle	24p per mile	24p per mile
Bicycle (push bike)	20p per mile	20p per mile
Passenger allowance	5p per mile	5p per mile

Business Mileage (receipt required)

You must keep a running total of your business mileage on your weekly expense claim form. This is to ensure that you are claiming the correct mileage rate. Full details of each journey must be provided including date, destination and miles covered. Receipts for fuel purchased to cover the mileage claimed must be supplied. We will not be able to submit mileage claims without receipts.

Miles brought forward from previous claim						
Date	Destination	Postcode from	Postcode to	Miles	Rate per mile	Total
			Total miles:		Total Claim:	£

I declare that the above expenses claims were incurred wholly, exclusively and necessarily in the performance of my duties as an employee of Clipper and that I have read and understood Clipper's Expense Policy. I confirm that the assignment to which these expenses relate is not my last and I expect to undertake more assignments in the future. If these circumstances change, you will no longer be able to submit expenses.

Signed:

Date: / /