

CLIPPER DRIVE EXPENSES CLAIM FORM

Name:	<input type="text"/>	Week Ending:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency:	<input type="text"/>	Date Submitted:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clipper Drive (a subsidiary of Clipper Contracting Group) has issued an 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.

It is important you understand that all expenses will be paid against a fixed amount deducted from the total receipts for the duration of that particular assignment. It is important that you complete this form accurately at the start of each week so that your net pay is consistent.

YOU WILL ONLY BE ALLOWED TO CLAIM EXPENSES IF YOU ARE DEEMED TO HAVE SERIES OF TEMPORARY WORKPLACES (delivery sites) AND YOU STAY AWAY OVERNIGHT AS PART OF THAT TRIP.

This expense form will need to be completed and received by us by **12PM ON TUESDAY EACH WEEK**. They can be returned **ONLINE** using our portal, or **EMAILED** to: expenses@clipperdrive.co.uk or **POSTED** to Clipper Umbrella Department, 1 Widcombe Street, Poundbury, Dorchester, DT1 3BS

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

Fixed expenses allowance

Overnight industry scale rate subsistence

For those haulage drivers staying away overnight as part of their assignment, you're able to claim under the Road Haulage Association's scale rates. Overnight subsistence can be given at a rate of £26.20 for nights (or 24hr period) spent in the sleeper cab and £34.90 if staying elsewhere in accommodation. You must provide details of your daily destination as well as you starting and finishing postcodes.

Whilst receipts are not necessarily required for those resting in sleeper cabs, proof will be required (such as a photo, food receipts etc) to demonstrate your time away. For those staying in accommodation, we will require receipts for the establishment you stay in.

Date	Destination	Postcode from	Postcode to	Sleeper cab claim @ £26.20	Hotel, B&B or other accommodation claim @ £34.90	Total
					Total Claim:	£

Rather than your expenses varying each week, we now have to set your pay at the start of the week (once details of your journeys have been made clear) with a fixed allowance for expenses. – **by submitting this form you are agreeing to fix these expenses for the relevant week and this cannot be changed once payment has been processed to you.** It is therefore imperative that you estimate your expenses accurately and that they reflect the timesheet you are submitting. An under or over estimate will significantly impact your net pay. Once your expenses have been estimated, it is converted into a fixed company cost of which any valid expenses claims are deducted from this accrual. Please note that any unclaimed accrual is not recoverable.

I declare that the above expenses claims were incurred wholly, exclusively and necessarily in the performance of my duties as an employee of Clipper Drive and that I have read and understood Clipper Drive'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: / /