

## 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 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.

It is important you understand that all expenses other than business mileage will be paid against a fixed amount deducted from the total receipts for the duration of that particular assignment. It is important that you estimate these accurately at the start of your assignment as under or over estimating may affect your pay, and ideally claim your expenses each week so that your net pay is consistent.

**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](mailto:expenses@clippercontracting.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.**

### Section A: Outside of fixed expenses allowance

CAR INFORMATION	
Make	<input type="text"/>
Model	<input type="text"/>
Reg No.	<input type="text"/>
CC	<input type="text"/>

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:	£

### Section B: Fixed Allowance expenses

Rather than your expenses varying each week, we now have to set your pay at the start of the assignment with a fixed allowance for expenses (excluding business mileage) – **this cannot be changed during the course of the assignment**. It is therefore imperative that you estimate your expenses accurately as 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 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: / /

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"/>

**Further transport costs (receipt required)**

Date	Details (type of expenses incurred must be outlined i.e. Parking/taxis/ferries/flights)	Total
		£

**Subsistence**

You will need to provide receipts to claim these allowances. Your receipt does not need to be £5 or £10, but proves you purchased a meal – it should include both food and drink. Any claims that are not receipted will not be processed.

Date	Time	Time arrived home	Away from home more than 5 hours, less than 10 hours	Away from home more than 10 hours	Away from home more than 15 hours AND after 8pm	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
						£

**Overnight accommodation (receipt required)**

Date	Details (type of expenses incurred must be outlined i.e. meals, incidental costs)	Total
		£

**Stationery and books (receipt required)**

Date	Details (please see expense policy for details)	Total
		£

**Tools (receipt required)**

Date	Details (type of expenses incurred must be outlined i.e. items, descriptions)	Total
		£

**Protective equipment, safety wear and uniform (receipt required)**

Date	Details (type of expenses incurred must be outlined i.e. items, descriptions)	Total
		£

**Professional fees and courses (receipt required)**

Date	Details (please see expense policy for details)	Total
		£

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Signed: \_\_\_\_\_

Date:    /    /