people

Questions & Queries: 0345 034 1530

EXPENSES CLAIM FORM

Site to Site & Mileage Log

PRINT & COMPLETE

Full Name:

Reference:

Home Postcode:

Scan & Email form to: payroll@peoplepaye.com

Week Ending Date (Friday): DD/MM/YYYY

Contact Phone No.

RECEIPTS & PROOF OF PURCHASE SHOULD ALWAYS BE RETAINED - WE DO NOT ASK FOR THEM BUT HMRC MAY NEED PROOF

Vehicle Details - HMRC require confirmation of any vehicle used for 'Business Purposes'.

Vehicle Make		Vehicle Registration			
Vehicle Model		Petrol/Diesel/LPG		Engine Size (CC)	

Mileage Log* - Include daily site to site mileage. Do not round mileage up/down - (Supported by VAT receipts).

*Do not claim home to site, or site to home as this is not an allowable journey

Journey	Assignment Name/Location	Assignment Postcode		Assignment Postcode	Assignment Reference/Description	Business Miles Claimed	Receipt
1			TO				Yes/No
2			TO				Yes/No
3			TO				Yes/No
4			TO				Yes/No
5			TO				Yes/No
6			TO				Yes/No
7			TO				Yes/No
					Total miles to carry forward to mileage summary below	A[1]	

Additional Expenses - Additional travel, not mileage. E.g. train, bus & taxi fares (Must be supported by VAT receipts).

Date of Journey	Method of Travel	Assignment Name/ Location	Assignment Postcode		Assignment Postcode	Assignment Reference/Description	Total Cost	Receipt
1				TO				Yes/No
2				TO				Yes/No
3				TO				Yes/No
4				TO				Yes/No
						Total expenses claimed (£)	B	

Mileage Summary (From Mileage Claim Above)			
Total Miles	A @ ___________ pence per mile	Total Mileage Claimed (£)	C

Claims for mileage not accompanied by a completed mileage log will not be accepted - input exact mileage and please do not round up or down.

Total Claim (£) B + C + D + E

Receipts & mileage verified by:

I confirm that I have verified the above claim, that they are genuine and I have seen the supporting receipts.

Agency Name:

Full Name:

Signature: SIGN HERE

Hirer Name:

Full Name:

Signature: SIGN HERE

Employee/Contractor Declaration

I certify that, the information provided on this expenses claim form is true and accurate, wholly exclusively and necessarily incurred in the performance of my business activities and I have retained all receipts for my claims where applicable.
I likewise confirm that I hold a valid and current driving license and am adequately insured for business travel where mileage has been claimed and this vehicle is my own.

SIGN HERE

HMRC will disallow expenses without a signed claim form.

Additional Mileage Log* - Include daily site to site mileage. Do not round mileage up/down - (Supported by VAT receipts).

*Do not claim home to site, or site to home as this is not an allowable journey

Journey	Assignment Name/Location	Assignment Postcode		Assignment Postcode	Assignment Reference/Description	Business Miles Claimed	Receipt
8			TO				Yes/No
9			TO				Yes/No
10			TO				Yes/No
11			TO				Yes/No
12			TO				Yes/No
13			TO				Yes/No
14			TO				Yes/No
15			TO				Yes/No
16			TO				Yes/No
17			TO				Yes/No
18			TO				Yes/No
19			TO				Yes/No
20			TO				Yes/No
					Total miles to carry forward to mileage summary below	A2	

EXPENSES CLAIM FORM

PRINT & COMPLETE

Accommodation Expenses - All receipts must be attached to support the claim

Date	Where you stayed	Why was an overnight stay required?	Receipted Claim Amount
1			
2			
3			
4			
5			
		Total Accommodation Claim	D

Other Expenses - All receipts must be attached to support the claim

Date	What the expense is for	Why have you incurred this expense?	Receipted Claim Amount
5			
6			
7			
8			
9			
10			
		Total Other Expenses	E