

Lost Receipt claim form

If you have incurred an expense but have lost your receipt you will not normally be able to reclaim any expenses unless you can get a copy of the receipt/invoice from the supplier.

If you cannot get a replacement receipt, you may still be able to get the benefit of your expense, by submitting the following information, as required by HMRC, on this form to validate your expense.

Expense details (as entered online or submitted to iBalance)	
	Date Incurred
	Category
	Description
	Net
	Gross
if travel or subsistence claim, state full details of qualifying business journey:	
Details of receipt:	
	Supplier name
	Address
	Tel Number
	Email
	Description of goods/services
	Replacement invoice requested (yes/no if yes, please state date)
Circumstances of lost receipt:	
	If lost in the post, state: Date posted Recorded/special delivery number (if any)
Collaborating evidence: (eg. worksheet, job instructions for travel)	
attached ?	yes/no

Please see further notes overleaf.

Please provide as much collaborating evidence as possible. This would include anything to show that the expense is plausible. eg. if you have lost a receipt for hotel accommodation whilst working away in Dundee last Friday, if you have a jobsheet from your agency showing you should be at a client or work site that day, this would help collaborate the claim and increase the chance of acceptance by HMRC.

When the claim is received, we will consider all the circumstances and decide whether the expense can be allowed - we cannot give a decision over the phone. iBalance's policy is to ensure that you and your payment is administered in a manner compliant with HM Revenue & Customs requirements. As such we will let you know if the circumstances of your claim without receipt satisfy the Revenue requirements

As many receipts may not be replaceable, you should consider the options when posting receipts to iBalance. We recommend that you take photocopies of all receipts. If you are sending a significant quantity, you may want to consider sending them by recorded delivery.