

To enable us to pay you in the most efficient manner, it is important that you keep records of your expenses. Send details on the claim form, whenever you would like to have expenses claimed against tax. We can pay legitimate business expenses before deducting tax and national insurance, so although you don't get the full amount back, every £100 of expenses claimed could save you over £45 in tax and NICs.

As a basic principle, expenses are only allowable if they are "wholly and exclusively and necessarily" for business purposes. Remember to check the terms of your contract. You may be able to reclaim some business expenses direct from the client (you will usually have to claim these here as well as invoicing them to the client).

Examples of expenses that can usually be claimed against tax:

Business travel expenses

Employees working at a "temporary" site for up to 24 months are able to offset business mileage to their client's sites under the HMRC Approved Mileage Allowance Payments (AMAP). You can also claim reasonable "subsistence" expenses such as a meal and accommodation, where these expenses are incurred as a result of business travel.

See table below for mileage rates. When entering details on the claim form, please state travel details; Purpose of visit; mileage and pence/mile claim. eg:

Bristol - Birmingham (To visit client John Smiths Ltd 20 May 2008)
 5 journeys at 36 miles; Total miles 180
 180 x 40p = £72.00

Approved Mileage Allowance Payments (AMAP)			
First 10,000 miles (per tax year)	40p/mile	All motor cycles	24p/mile
Over 10,000 miles (per tax year)	25p/mile	Bicycles	20p/mile

No other car related expenses can be claimed - this figure is an allowance to include all costs, eg insurance, repairs, fuel etc.

Public Transport

On the claim form please state type of transport used e.g. bus, taxi, train etc., a description and purpose of visit.

Meals (subsistence) whilst travelling

You can claim for one meal during the day whilst working away at a client site - for yourself only.

Staying away from home

If you need to stay away from home for work or to attend an interview or training course, you can claim for accommodation. This could be B&B, hotel or short-term rent (utilities cannot be claimed) - please state number of nights. Also meals (subsistence) taken out of working hours per night can be claimed (receipt required). Use of a laundrette for cleaning of work clothes whilst away from home is an allowable expense. Please note: accommodation claims are only valid if it is NOT your main or only residence.

Personal expenses

You can claim £5 per night away from home (£10 if outside UK) for personal expenses (personal incidentals). This is in addition to subsistence and covers ALL additional expenses. No receipts required.

Telephone

Calls can be claimed for business use only. Either highlight the calls relating to business or state a percentage of the bill to be claimed.

Professional organisation subscriptions

Subscriptions for professional organisations, Trade Unions etc.

Tools/clothes

You can claim for the purchase of tools and safety equipment necessary for you to carry out your work. You can only claim for specialist or safety work clothes.

Travel expenses are only valid if the "24 Month Rule" DOES NOT apply
 Phone 08450 543 222 for more information

RECEIPTS

We must have original receipts (and other supporting documents) to substantiate your claim with HM Revenue & Customs. Please send your receipts to

iBalance
 FREEPOST BS8110
 Arcade Chambers
 8 Kings Road
 Bristol BS8 477

Please submit receipts with this claim form

If you enter expenses online you can send them to us up to 14 days later

Some expenses are not allowable by the Revenue, most notably:-

Entertaining clients; Gifts; Clothes, Private Health Insurance (for UK-based contract work)

We process claims within 7 working days from receipt at our office