

# Expenses Claim Form

## How to submit this form

To claim your expenses, please carefully complete and submit this form and your receipts in one of these two ways:

### 1. Via our website

Visit [www.apex-contracting.co.uk](http://www.apex-contracting.co.uk) and click the 'Submit Expenses' button on the right. If you're viewing our site on a mobile device, open the main menu and click 'Expenses'.

### 2. Via email

Send your completed expenses form and receipts to [expenses@apex-contracting.co.uk](mailto:expenses@apex-contracting.co.uk).

## Your Details

Name:

NI Number:

Agency:

Please include valid receipts and where applicable include VAT receipt with breakdown.

Expenses associated with travelling to or from work at a site are allowable for up to 24 months at one site provided you do not expect to be at the site more than 24 months.

Your employee number can be found at the top of your payslip. If you're still unsure of your employee number, please email [expenses@apex-contracting.co.uk](mailto:expenses@apex-contracting.co.uk) or call **0151 652 2573**.

## Use of a Private Car

To validate your mileage claim we require fuel receipts that match the fuel type of your vehicle. The receipts required will be dependent on the fuel type and engine size of your vehicle. Please see the final page of this document for further details.

### Vehicle Details

Registration:	Engine size/type:		
	Diesel/Hybrid Diesel 1600cc or less	Petrol/LPG/Hybrid Petrol 1400cc or less	
	1601cc to 2000cc	1401cc to 2000cc	
	Over 2000cc	Over 2000cc	

### Vehicle Type

Car:

Van:

Electric:

Motorcycle:

Bicycle:





## How to complete your Expenses Claim Form

**Your Details**

Name: Annonymous Person  
 Employee Number: 123456789  
 Agency: Company Name

Please include valid receipts and where applicable include VAT receipt with breakdown.  
 Expenses associated with travelling to or from work at a site are allowable for up to 24 months at one site provided you do not expect to be at the site more than 24 months.  
 Your employee number can be found at the top of your payslip. If you're still unsure of your employee number, please email [expenses@apex-contracting.co.uk](mailto:expenses@apex-contracting.co.uk) or call 0151 652 2573.

**Use of a Private Car**

To validate your mileage claim we require fuel receipts that match the fuel type of your vehicle. The receipts required will be dependent on the fuel type and engine size of your vehicle. Please see the final page of this document for further details.

**Vehicle Details**

Registration:  ABC 123D	Engine size/type:		
	Diesel/Hybrid Diesel 1600cc or less	Petrol/LPG/Hybrid Petrol 1400cc or less	<input checked="" type="checkbox"/>
	1601cc to 2000cc	1401cc to 2000cc	<input type="checkbox"/>
	Over 2000cc	Over 2000cc	<input type="checkbox"/>

**Vehicle Type**

Car:  Van:  Electric:  Motorcycle:  Bicycle:

### Your Details

Complete your name, employee number (found on payslip) and the name of the agency you are registered with (not the site)

### Details of your vehicle

Please tick the correct box for your vehicle.

**Business Travel & Mileage Details**

Date of Travel:	Destination including postcode:		Exact Mileage:
08.04.20	To: Wirral - CH46 7TN	From: Chester - CH1 1LT	22.9 Miles
09.04.20	To: Wirral - CH46 7TN	From: Chester - CH1 1LT	22.9 Miles
10.04.20	To: Wirral - CH46 7TN	From: Chester - CH1 1LT	22.9 Miles
11.04.20	To: Wirral - CH46 7TN	From: Chester - CH1 1LT	22.9 Miles
12.04.20	To: Wirral - CH46 7TN	From: Chester - CH1 1LT	22.9 Miles
<b>Total</b>			<b>114.5 Miles</b>

### Details of travel/mileage

Date of travel, destination (to and from) this must include the post code, exact daily mileage and total.

**Other Expenses & Subsistence**

Receipts must be attached for all relevant claims.  
 If the receipt includes VAT then the VAT amount is the total multiplied by 1/6.

5hrs - 10hrs Per Day	Over 10hrs Per Day	VAT Expenses	Non VAT Expenses
<input checked="" type="checkbox"/>		Hard Hat - £120.00	Bus Ticket - £4.80
<input checked="" type="checkbox"/>		Safety Goggles - £90.00	Rail Ticket - £3.50
	<input checked="" type="checkbox"/>	Hotel (5 Nights) - £22.50	

### VAT expenses

If you are claiming for VAT expenses (accommodation, work clothing, tools etc) please input the name of the item and the amount paid. All receipts should have a VAT number.

### Non-vatable expenses

(Public transport etc) please input the name of the item and the amount paid.

## Important Information

Please ensure your claim form is completed as shown within the example above. If there aren't any ticks within the subsistence section, food allowance will not be added automatically.

Your expenses are only valid when submitted with receipts to cover the amount you're claiming for.

### Submit

Once you've checked everything over, please submit your claim. You can do this by visiting [www.apex-contracting.co.uk](http://www.apex-contracting.co.uk) and clicking the 'Submit Expenses' button on the right. If you're viewing our site on a mobile device, open the main menu and click 'Expenses'. Alternatively, you can send your completed expenses form and receipts to [expenses@apex-contracting.co.uk](mailto:expenses@apex-contracting.co.uk).