

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 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 expense claim form and receipts to expenses@apex-contracting.co.uk.

Your Details

Name:

National Insurance 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 National Insurance number can be found at the top of your payslip.

If you have any questions, please email 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 Expense Claim Form

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Vehicle Details

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Engine size/type:	
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1601 cc to 2000cc	1401 cc to 2000cc
Over 2000cc	Over 2000cc

Vehicle Type

Car: Van: Electric:

Motorcycle: Bicycle:

How to submit this form
Please read instructions carefully.

Details of your vehicle
Please tick the correct boxes for your vehicle.

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

Your Details

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

Mileage Details

Date of Travel:	Destination (provide postcodes):		Exact Mileage:	Site Name:	Reason for Travel:	Work done for Site:
21.09.21	To: CH46 7TN	From: CH45 8JX	6.2	Apex Contracting	Work	Electrical
21.09.21	To: CH46 7TN	From: CH45 8JX	6.2	Apex Contracting	Work	Electrical
21.09.21	To: CH46 7TN	From: CH45 8JX	6.2	Apex Contracting	Work	Electrical
21.09.21	To: CH46 7TN	From: CH45 8JX	6.2	Apex Contracting	Work	Electrical
21.09.21	To: CH46 7TN	From: CH45 8JX	6.2	Apex Contracting	Work	Electrical
21.09.21	To: CH46 7TN	From: CH45 8JX	6.2	Apex Contracting	Work	Electrical
21.09.21	To: CH46 7TN	From: CH45 8JX	6.2	Apex Contracting	Work	Electrical
21.09.21	To: CH46 7TN	From: CH45 8JX	6.2	Apex Contracting	Work	Electrical
21.09.21	To: CH46 7TN	From: CH45 8JX	6.2	Apex Contracting	Work	Electrical
Total:			62 miles			

Important Information

Please ensure your expense claim form is completed as shown within the example above. 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 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.