

Name:	Date of birth:	Dynamic Umbrella Ref:
Site:	Client:	
Dates Covered From:	To:	

1. Mileage Claim - For travel to and from your home / accommodation and your workplace, plus any work related trips using your own vehicle.

Car/Van: <input type="checkbox"/>	Make:	Model:
Bicycle: <input type="checkbox"/>	Engine CC:	Fuel type: Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> LPG <input type="checkbox"/>
Motorcycle: <input type="checkbox"/>	Current mileage:	Registraion:

From (Postcode)*	To (Postcode)*	Return Journey (Y/N)	Journeys within period
M1 2AB	M2 3CD	Y	3

* REQUIRED PLEASE ENSURE YOU KEEP FULL VAT RECEIPTS TO SUBSTANTIATE THE CLAIM.

2. Travel Expenses - For travel from home to your workplace and work related journeys made by public transport. This also includes car parking, congestion charges and toll fees. You will be required to submit receipts for all claims in this section.

Date travelled	From - To	Mode of transport	Receipt / ticket value £
Monday 6 January 2014	Manchester to London	Train	123.00
Total expense claim value £			

3. Subsistence Expenses - For food and non-alcoholic drink purchased whilst away from your main residence during the working day. Please state the departure and arrival time to your main residence/temporary accommodation..

Example	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Time left home	08:00						
Time arrived home	18:00						
Amount of claim							

You are required to retain receipts for subsistence claims as Dynamic Umbrella/HMRC undertake regular audits. £

4. Accommodation & Personal Incidental Expenses

- For expenses related to temporary accommodation (e.g. B&B, hotels) whilst working away from your main residence, food and non alcoholic drink and incidental expenses

Date of stay	Name of establishment	Location (Postcode)*	Receipt value £
Mon 6 Jan 14 - Fri 10 Jan 14	ABC Hotel	Stansted, London, NW1 8PA	66.00
	4 days incidentals		20.00
Total expense claim value £			

Receipts for accommodation must have the date of stay, contact number and address.

5. Other Business Related Expenses

- Other legitimate work related expenses related to your employment. These must be supported with an original VAT receipt.

- ▶ Work related training courses
- ▶ Work related mobile phone calls *
- ▶ Work related industrial clothes
- ▶ Safety and PPE clothing/equipment
- ▶ Professional membership and subscriptions
- ▶ Hire Vehicle

Date of purchase	Name of provider/supplier	Type of expense	Receipt value £
Monday 6 January 2014	ABC Clothing Supplies	Work related industrial clothes	95.00
Total expense claim value £			

* Work related mobile phone calls - please provide original itemised bill and highlight work related calls only.

This excludes Pay as you Go and Bundle packages.

* Hire vehicle - please include details of vehicle such as engine size under the mileage claims section overleaf.

PLEASE ENSURE YOU ATTACH FULL VAT RECEIPTS TO SUBSTANTIATE THE CLAIM.

6. Declaration - Read & Sign

"I declare that the expenses stated here were incurred, wholly, necessarily and exclusively in the performance of my duties. I can confirm my current workplace is temporary and I anticipate I will work less than 24 months at this site. It is my intention to undertake multiple assignments and I will inform Dynamic Umbrella if my intentions change. I also confirm that it is my responsibility to ensure that my vehicle is road worthy and that I have instructed my car insurers that my vehicle is used for business purposes and have the adequate business insurance cover"

Signed: Date:

For further information regarding all the latest rates please refer to our Expenses Guide on our website: <http://www.dynamicumbrella.com/downloads.html>

What to do next - Please retain VAT receipts and return this form using the online portal or send to accounts@dynamicumbrella.com or post to; Dynamic Umbrella, Alexander House, 19 Fleming Way, Swindon Wiltshire SN1 2NG

OFFICE USE ONLY Total Mileage: Approved by: Date: