



orbital
Umbrella

Name:	Occupation:
Site:	Agency / Client:
Week Ending Date of Claim:	

MOTOR EXPENSES

For travel to and from your workplace/accommodation using your own transport.

MILEAGE CLAIM

Make of Car / Bike	Model	Fuel Type	Registration	Current Mileage

Date	Travel From – To	Passenger Name (If applicable)	Miles Travelled (including return trip)
Total			

TRAVEL EXPENSES

For travel from home to workplace made by public transport and bicycle.

Date	Travel From – To	Transport Taken	Miles / Value £
Total			



SUBSISTENCE

For food and non-alcoholic drink purchased whilst away from your main residence during the working day. £5 can be claimed if you are working over 5 hours per day, or £10 claimed if you are working a 10 hour day. Please tick the relevant box per day. The early start/late finish applies to workers who start before 6am or finish after 8pm and is not intended for regular work patterns.

Type of Claim	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
£5 Claim							
£10 Claim							
Early Start							
Late Finish							

Total Expense

ACCOMMODATION EXPENSES

If the assigned work takes you away from your normal permanent address due to the workplace, you are allowed to claim the full cost of hotel or guest house stays along with meals taken, including one alcoholic drink. VAT receipts are required.

Dates of Stay	Name of Hotel, Guest House etc	Location	Value £ (including meals/drinks)

Total Expense

OTHER BUSINESS EXPENSES

Legitimate work expenses e.g. PPE, training courses. All must be supported with an original VAT receipt.

Date	Supplier Name	Type of Expense	Value £

Total Expense

DECLARATION

I confirm that my expenses stated on this form were incurred exclusively in performance with my work duties. I have submitted all original VAT receipts as required to support these claims.

Signed: _____

Date: _____

NEED HELP?

If you have any questions regarding the correct completion of this form please visit 'Expenses explained' section on our website or call us on 01226 733 209