

## Expenses Policy

Expense payments will be made in line with this Expenses Policy and therefore it is important that you read and understand this guide before submitting any claims. If you have any questions with regards to your expenses then please do not hesitate to contact us.

### 1 Overview

**Expenses can only be claimed as Client Re-Chargeable OR Non Re-Chargeable. Items duplicated on both will not be paid. Please familiarise yourself with the definitions of these claim types before submitting expenses for payment.**

#### 1.1 Client Re-Chargeable

Client re-chargeable expenses are those that you incur in the course of your duties that will be reimbursed by the client. It is important that you obtain the prior agreement of the client before incurring or submitting these expenses. At all times you should be aware of the policy of the client / agency and follow their submission process, often this involves you submitting an expenses form that will be provided to you by them.

Client re-chargeable expenses can only be reimbursed to you if we are provided with the original receipts. The total of these expenses will be included on the invoice to the client / agency and will be paid to you without the deduction of tax or National Insurance. Please be aware that client re-chargeable expenses will not be paid to you until we have received the funds.

#### 1.2 Non-Rechargeable Expenses

Non-rechargeable expenses are genuine business expenses that are incurred wholly, exclusively and necessarily in order to perform the duties of an assignment. Business expenses are paid to you without the deduction of tax and National Insurance. Only one claim can be made for any single period and you must follow the rules and procedures contained in this guide.

Our teams will often refer to non-rechargeable expenses as either scale rate or receipted expenses. Scale rate allowances (also referred to as fixed) are approved by HMRC for legitimate business expenses. HMRC review the scale rate allowances regularly and confirm our authorisation to offer these in a dispensation letter. Receipted expenses are simply expenses paid when accompanied by receipted proof, once again the nature of these claims are controlled by HMRC.

**The remainder of this guide relates to Non-Rechargeable expenses only.**



## 2 Rules for Expense Claims

All expense claims will be validated and paid if they meet the stringent guidelines set out by HM Revenue & Customs. No additional tax or National Insurance will be due on expenses if the following circumstances are met:

- **All claims must be for expenses incurred wholly, exclusively and necessarily in performing your business duties.**
- **An expenses claim declaration must be completed for each timesheet you submit.**
- **You can only make a single expense claim for any period.**
- **You cannot claim for any expenses incurred prior to your employment with us.**
- **Travel to work and subsistence expenses cannot be claimed when you have worked, or when you know you will work, more than 2 years at any location.**
- **Travel to work and subsistence expenses can only be claimed when you have the intention to complete multiple assignments for Focused. In the event you decide to resign from Focused we will opt you out of expenses as you will no longer be eligible to claim for them.**
- **We will not verify and process your expense claim unless we have received all the necessary documentation associated with that claim (i.e. a claim form submitted via your secure personal portal and receipted proof of incurred costs).**
- **Expenses will only be allowed when accompanied by original receipts. Debit or credit card slips and bank statements cannot be accepted.**
- **We recommend that you scan and email your receipts, although you can post originals if preferred. Where posting please take a copy in case they get lost in transit.**
- **You are not allowed to claim both a scale rate expense and a receipted expense for the same item (i.e. travel to work). If you attempt to do so we will only process the expense that matches the expenses claim declaration submitted with your timesheet, even if this is a lower amount.**
- **Where you are claiming for scale rate expenses for travel and subsistence, an expense must have been incurred and you should retain all receipts.**

Please note that whilst you do not need to post the receipts relating to expense claims we are required by HM Revenue & Customs to conduct random audits of these on a regular basis. If you are selected in an audit we will require you to provide us with the relevant original receipts to substantiate your claims. Failure to do so will result in the expense payment being reclaimed. Inaccurate claiming of expenses is a breach of this expenses policy and considered misconduct and as such could result in disciplinary action.



### **3 How to claim expenses**

Expenses can either be claimed using our pre agreed scale rate allowances (referred to as scale rate or fixed expenses) or you can claim to be reimbursed for the actual costs incurred, when supported by original receipts (referred to as receipted expenses).

You will be required to complete an expenses claim declaration at the point of submitting your timesheet identifying which claim type you require (i.e. fixed, mileage or receipted).

#### **3.1 Claiming scale rate expenses**

These are calculated automatically based on the expenses claim declaration you submit with your timesheet and the hours / days worked in that week. Our validation process is automated and the value of scale rate expenses paid will be shown on your payslip. Please keep hold of your original receipts for 60 days in case you are selected in a random audit.

#### **3.2 Claiming receipted expenses**

To claim receipted expenses you will need to firstly submit a 'New Receipted Expense Claim' via the Expenses Tab on your personal portal before 6pm on a Friday. All accompanying receipts need to be presented to our Compliance Team for validation. Receipts can be scanned and emailed or you can post your original receipts.

**To email:** Scan your original sales receipts, remembering to include the reverse side if necessary, and save as one document. Attach your scanned document to a new email, entering your payroll number, claim reference number and the claim week ending date in the subject field. Send the email to [admin@focusedgroup.co.uk](mailto:admin@focusedgroup.co.uk) before 6pm on Monday. Keep hold of your original receipts for 60 days in case you are selected in a random audit.

**To post:** When posting receipts these need to be received by Tuesday to be processed with the timesheet for that week. Please ensure that you write your name and the claim reference number on the reverse of the envelope containing the original receipts and post to:

Focused  
Suite 24  
30 Churchill Square  
Business Centre  
Kings Hill  
West Malling  
Kent ME19 4YU

We recommend that you save / print a copy of any expenses claims posted for your own records.

#### **3.3 Claiming mileage expenses**

To claim a mileage allowance simply submit the journeys travelled via your secure personal portal. Mileage claims must be submitted by 6pm on a Friday to be processed with the timesheet for that week. Please send your fuel receipts by post or scanned by email.



## **4 Expense Categories**

### **4.1 Scale rate subsistence**

Subsistence is the necessary cost of a meal / snack and beverages incurred by an employee in the performance of their duties. Payment of a subsistence allowance is permitted where the following conditions are met:

- You must be at a temporary place of work
- You must be absent from home for a continuous period in excess of five or ten hours
- You must have incurred a cost for food and drink after leaving the home.

You do not need to post receipts for subsistence but you should retain proof of a cost for your own records or in case you are selected in the random scale rate expenses audit. Subsistence can be claimed as follows, using the expense declaration on your timesheet:

- One meal rate (£5.00) when away from home for more than five hours
- Two meal rate (£10.00) when away from home for more than ten hours.

In exceptional circumstances you can also claim for a breakfast or dinner allowance. To be paid for these you should submit a 'New Receipted Expense Claim' via your personal portal:

- Breakfast rate (£5.00) for an irregular early start which requires the employee to leave home earlier than 6am.
- Dinner rate (£15.00) for an irregular late finish which requires the employee to finish work after 8pm.

Please note that subsistence payments are limited to three meal rates in one 24 hour period. You cannot claim subsistence for meals that you have bought and prepared at home (i.e. a packed lunch purchased as part of your weekly food shop), however we will accept purchases of ready meals, pre-packaged sandwiches etc that can be clearly identified as daily meals and purchased on the date of the claim.

Whilst receipts do not need to be posted for scale rate travel claims you should retain proof of a cost for your own records or in case you are selected in the random scale rate expenses audit. We advise you to retain receipts for 60 days.

### **4.2 Scale rate travel**

Payment of a scale rate travel allowance of £4.00 per day is permitted to cover travel costs incurred by the employee who, in the performance of their duties, is required to travel.

Whilst receipts do not need to be posted for scale rate travel claims you should retain proof of a cost for your own records or in case you are selected in the random scale rate expenses audit. We advise you to retain receipts for 60 days.



### **4.3 Mileage claims**

If you drive to work you can submit a mileage claim. The mileage allowance is set by HM Revenue & Customs. The current values are as follows:

Vehicle Type	First 10,000 miles per annum	10,001+ miles per annum
Motorbike	24p	24p
Car	45p	25p
Cycle	20p	20p

Payment of a mileage allowance is permitted to cover travel costs incurred by the employee who, in the performance or their duties, is required to travel. You will need to complete a weekly mileage claim via your personal portal. Please post or scan and email your fuel receipts.

Our mileage validation process is automated and therefore we advise that you familiarise yourself with the following submission rules to avoid mileage claims being rejected, which will delay their payment to you:

- Ensure that you enter the 'To' and 'From' postcodes correctly, claims will be rejected if the postcode does not exist on the AA or RAC database.
- Do not 'bulk up' your mileage. We need a line item for each journey, for example two journeys for each day (one to work and one home from work)
- Ensure that the dates of the journeys claimed match the dates you've entered on your timesheet as claims will be rejected if the dates do not match.
- Do not claim for deviations in your journey, unless you have sent an email to [info@focusedgroup.co.uk](mailto:info@focusedgroup.co.uk) to justify the extra miles (for example road works or a traffic accident). We have a tolerance limit agreed with HMRC and any journeys which fall outside of this tolerance will be automatically rejected.

### **4.4 Home working expenses**

Employees, who regularly complete work at home, for example to complete paperwork or search for new assignments, can be paid £3.00 per week. You do not need to provide supporting evidence for these claims.

### **4.5 Receipted travel expenses**

If travelling by public transport you can claim for the actual cost incurred by submitting a receipted claim and presenting the supporting evidence, as per the instructions above (3.2).

Proof of purchase is required to validate your receipted claim this includes the original receipt or an itemised Oyster statement. (Register your Oyster card online to gain access to the required journey details report). We cannot accept debit or credit card slips or bank statements. Values on the claim must match the cost shown on your receipts.

Validation will be conducted to ensure that expenses were incurred on a date that you worked (i.e. by checking your timesheet) so please double check your dates when submitting claims.



#### **4.6 Receipted parking expenses & tolls**

You can claim for the cost of parking by submitting a receipted claim via your personal portal and providing us the receipts.

You can also claim for road and bridge tolls in the same way. HMRC do accept that receipts are not always available for tolls and therefore we will accept claims that are unsupported but request that you send an email to [admin@focusedgroup.co.uk](mailto:admin@focusedgroup.co.uk) to highlight that a claim has been submitted.

#### **4.7 Receipted accommodation expenses**

Payment is permitted to cover the cost of accommodation in a hotel and meals incurred by an employee who, in the performance of their duties, is required to stay away from home overnight within the UK.

The values are as follows:

- Up to £96 per night for accommodation, breakfast and evening meal inside London
- Up to £85 per night for accommodation, breakfast and evening meal elsewhere in the UK
- Up to £75 per night for accommodation only inside London
- Up to £60 per night for accommodation only elsewhere in the UK

Accommodation claims must be submitted through your personal portal and receipts presented to us for validation. Accommodation receipts must show the name of the accommodation, your name, the amount and the number of nights.

In addition to the accommodation costs, you can also claim £5 per night to cover incidental overnight expenses. You do not need to send receipts for these but you should submit a receipted claim using the heading 'Other Expense' and add a comment to back up the claim.

#### **4.8 Receipted taxi expenses**

HM Revenue & Customs are very strict on expense claims for taxis. The rules clearly state that a claim of this nature can only be validated if the journey took place after 9pm, or where there is no alternative transport available. Submit any claims for taxi travel via your personal portal and email or post original receipts for validation.

#### **4.9 Receipted telephone expenses**

Identified and itemised business calls, up to £35 per month, can be claimed by submitting a receipted claim via your personal portal and sending a copy of your telephone bill, with the business calls clearly identified, for validation. No private calls or line rental costs are claimable.

#### **4.10 Receipted stationery expenses**

You can claim for reasonable costs incurred for office stationery, postage and consumables (including computing consumables) up to a maximum of £10.00. Claims must be submitted via your personal portal with original supporting receipts presented for validation.



#### **4.11 Receipted professional subscription expenses**

You are able to claim certain professional subscriptions in line with the guidelines set out by HM Revenue & Customs (<http://www.hmrc.gov.uk/list3/list3.htm#1>). Claims must be submitted via your personal portal with original supporting receipts presented for validation.

#### **4.12 Receipted overseas travel expenses**

If you travel overseas to work, the cost of accommodation and subsistence whilst staying away from the UK can be claimed, if this cost is not met by the end client. The travel must be "work related", which means that we must receive the following:

- confirmation from your line manager that you will be working overseas
- a timesheet that shows you are being paid for days when expenses are incurred
- a receipted expenses claim form completed via your personal portal

Accommodation and subsistence expenses incurred can be processed based on receipts. Alternatively, the Foreign and Commonwealth Office rates can be used, as detailed in the document found at:

<http://www.hmrc.gov.uk/employers/wwsr-april08-revisions.pdf>

Please be aware that receipts may still be required so ensure that you keep these to provide if requested.

### **5 Disclaimer**

All expense claims are reimbursed at the Company's discretion. Furthermore we reserve the right to reject any claim where:

- There is any dispute that it's a valid business expense
- The claim and receipts (where required) are not presented with 3 months
- Expenses exceed limits set out in this policy.

No further expenses will be reimbursed:

- After your P45 has been issued
- If there are any outstanding balances after you have received your final pay.

We will endeavour to process expense claims so that funds are reimbursed as quickly as possible however we cannot guarantee these will be included with your next payment. Submitting your claims accurately and before the deadlines will certainly help us to validate your expenses without delay.