



## The Easy Peasy Expenses Guide

At Focused, we will advise you what you can and can't claim, making sure there are no grey areas and keeping you in the Tax man's good books. We'll ensure that you're claiming only the expenses you are allowed and understand every step of the process.

**For full details, refer to the expenses policy in the company handbook on your personal portal.**

### When and How Do I Claim?

*Here's how to claim your expenses:*

- Make your claims weekly
- To make life super simple if you are claiming fixed/scale rate expenses you can do this on your timesheet
- If you need to claim mileage or other receipted expenses it only takes a few moments on your personal Focused portal
- Send in receipts where required (we will store them safely for you). Oh and please make sure they are proper receipts not debit or credit card slips which we are not allowed to accept.

### What Not To Do!

- Claim expenses incurred before joining Focused
- You cannot claim expenses if you have a permanent place of work (ie somewhere that you work or know that you will be working for a period exceeding 2 years) or if you only intend to work in one place whilst working with Focused.

### A Little Tip...Which Will Go a Long Way!

Keeping it simple is the best way to tackle expenses, keeping them up-to-date is even better! Do your expenses via our online system and you'll have a clear record of when, where and the amount of expenses you've claimed so far.

Always obtain a receipt and keep it even if your claim does not require it. Why? We are compelled by the HMRC to conduct audits each month on selected employees. Auditors require you to provide the appropriate receipts. Failure to supply such receipts could result in a HMRC investigation, so we want to ensure you're protected.

**Why not put them in a shoe box every night! They will be safe there in case you ever need them.**



## Claiming Expenses

### Temporary workplace

Travel, accommodation and subsistence expenses can only be reimbursed without the deduction of tax and NIC if the site at which you are working meets the conditions of a temporary workplace. A temporary workplace is defined as “a place of work you attend to perform a task of limited duration or for some for a temporary purpose”. Simply put when working for Focused you will probably work at a number of clients sites, by doing this you are attending that place for a temporary purpose.

### Expenses guide

Here's a simple guide to which expenses you can claim and why...

#### Travel:

Travel - You can claim mileage for driving your car to and from work locations, and for the first 10,000 miles each year you are allowed to claim 0.45p per mile (reduced rates apply for motorcycles and bicycles). Any miles exceeding 10,000 can be claimed at 0.25p per mile. Our system works it all out for you - easy peasy! All you do is put in the postcodes and the miles you travel on EACH trip under the dates worked. Don't forget to ask for a VAT receipt when filling up with fuel and email them or post them to us each week.

Parking - Parking costs incurred when you have driven to work may be claimed as expenses, with receipts.....yes, that golden rule again! You'll need the receipt detailing time and cost for each claim. If you do go to a car park and the machine eats up your ticket or you forget to ask for the receipt an exception to this rule can be made up to £10.00 per day.

Transport - Prefer public transport to get to work? You can claim expenses for rail, bus, and even flying (but not when you are on your holidays!) as long as you have those receipts. If you are using an Oyster card – make sure you get it registered and it's really easy to email us your Oyster statement and get your expenses authorised straight away!! The only transport we are really strict about is taxis – you can only claim for taxis if working after 9pm at night, so if you are finishing earlier make sure you know your bus/train/tube routes..

Additional travel costs - Whilst travelling for business you can claim congestion charges, road tolls, bridge tolls, and tunnel fares. If you can not get a receipt for a toll make sure you let us know and we can authorise the expense based on your journey.

Fixed Travel - £4.00 per day for short journeys can be claimed on your timesheet. You don't need to send in receipts for this and you can travel through any method of transport you wish so long as you incur a cost - but please keep the receipts in case you need to supply them for the audit.

#### Subsistence:

Food and drink (Subsistence) - Yes, you can claim for the cost of your meals whilst at work – and what is more it is really easy! You can claim these costs in most cases on your timesheet, but you need to know the rules! A meal means food and a drink - so a sandwich for lunch needs to be accompanied by a drink (even if it's a glass of water if



you want to claim it) and we know you wouldn't dream of it but no alcohol allowed!! Oh and one other thing - you can not claim if you make your own sandwiches or lunch and bring them in from home!!!

Early birds, (that is if you leave home before 6.00am but not as part of your daily routine), you have up to £5, for that sausage sarnie and builders tea! You claim this on the receipted expenses portal.

One meal rate (away from home for at least five hours) = £5, Two meal rate (away from home for at least 10 hours) = £10. Claim these on your timesheet - see how easy it is!

Late finishers, a rate of up to £15 may be claimed if you are working after 8pm, but this is only if you have worked your normal day and are required to work late. You can claim for this on the receipted expenses portal.

Remember you must always obtain a receipt, even if you don't submit it, if the compliance team call you you'll need to show him it to them.

### Other

Accommodation - Naturally if you stay away from home due to work you may claim expenses for your accommodation, within reason of course – not the Savoy!! Or the penthouse suite please! (Check our policy for allowable hotel rates) And, of course some rules to follow:

It's that word again...receipt. Make sure you always keep a receipt for your accommodation.

Whilst you are in the hotel you can claim £5.00 per night for incidentals - it's only fair you don't do away with all your home comforts when you are working away from home - or take your dirty washing home with you! You don't need a receipt for incidentals you just need to add it to your receipted claim alongside the hotel accommodation.

Office expenses - Any equipment necessary for you to carry out your role can be claimed, so this may include, software, hardware, specialised equipment and protective equipment or indeed clothing. HMRC have some guidelines on this so please feel free to check with us before parting with your hard earned cash. And if you have to work from home to get your job done you can claim £3.00 per day that you use your spare room (or any other room in the house) as an office.

Postage - All postage claimed including sending us any documents gets our stamp of approval!

Telephone - If you are using a mobile or landline for business calls you may claim expenses for the calls, but you will have to submit and highlight an itemised bill.

Stationery - Paper, pens, ink, envelopes, paperclips, any stationery and books used when working after hours at home can be claimed up to £10.00 per week, and always, always remember those receipts.

Training - If you require training or specific tuition directly relating to business you can make a claim, provided of course that you can provide all the details. Normally we like to see a letter from the client confirming all the facts.

