

TAX RELIEF CLAIM FORM



As applicable, please complete all areas below and submit the Completed Form to expenses@smartheartpro.co.uk

First Name	Last Name

Claim Dates:	From	To

Date of Travel (DD/MM/YY)	MILEAGE (Use of Private Car)						Value	Client/Reason
	From	To	Return (if applicable)	Total miles travelled	Rate/mile (£0.25 for			
25/11/2016	Redhill	London	Redhill	50	£0.45		£22.50	Name - transfer
<<<< List Actual Mileage Claim Details Below >>>>							<<<< >>>>	
					£0.45	Please ensure that if your mileage claim in one tax year reaches 10,000 miles, you amend the rate/mile thereafter to £0.25 per mile		
					£0.45			
					£0.45			
					£0.45			
					£0.45			
					£0.45			
					£0.45			
					£0.45			
					£0.45			
					£0.45			
Total Number of Miles				Mileage Claim Total		£		

Date of Claim	Transportation (Non-Mileage)	Car Parts/ Toll Fees	Capital Allowances	Subsistence	Overnight Expenses	Telephone / Office / Equipment	Others - Business	Others - Welfare
Totals	£							
Other Expenses Total							£	

TOTAL CLAIM FOR THIS FORM

I CONFIRM THAT:
 The above expenses are properly incurred in the performance of my duties in accordance with HMRC guidelines, and specifically:
 1. I do not expect the total time to be spent at my current location to exceed 2 years or consume more than 40% of my overall contracting time.
 2. I believe that I will go on to do work at another workplace when my current assignment ends.
 3. I am responsible for submitting supporting receipts/tickets for expenses claimed. I will be in a position to substantiate claims that I make and I shall retain receipts and other supporting documents for a period of 7 years.
 4. I have read the HMRC guidance and the expenses claimed herewith are in line with the guidance.

SIGNED _____ **DATE** _____

For further information on any aspect of our expenses policy or claim process please email our
Expenses Team: expenses@smartheartpro.co.uk or call us on 01737 907705