UMBRELLA EXPENSES CLAIM FORM

FAX: 01923 242806

FULL NAME | **BAR 2 REF** | **CLAIM DATE**

Claims for business mileage

Make and model of vehicle | **Vehicle registration number**

The make, model and registration number of your vehicle MUST be declared - failure to do so will mean that the mileage claim will not be processed. Please note that evidence of ownership may also be requested.
Every claim for mileage is subject to verification and if the claimed mileage is found to be incorrect, it may be amended or processing of your claim may be delayed

Date	Travelled from Postcode	Travelled to Postcode	Return journey Yes or No	Total mileage	Agency

Mileage rates are 45p per mile for a car with a VAT fuel receipt for the first 10,000 miles per tax year or 43p unreceipted. Rates then drop to 25p and 23p per mile respectively once total mileage exceeds 10,000
Motorbikes 24p per mile. Bicycles 20p per mile

TOTAL MILEAGE CLAIM	
RATE CLAIMED £	
TOTAL AMOUNT £	

MILEAGE CLAIMED THIS YEAR	
MILEAGE CLAIMED THIS WEEK	
TOTAL	

Other expenses

Date	Description of expense	Public transport	Travel & subsistence	Other expenditure
	Total amount £			

TOTAL CLAIM FOR THIS FORM

I declare that the above expenses were wholly, exclusively and necessarily incurred in the course of the Umbrella Company's business and that I am personally liable for any additional income tax resulting from any claim which is subsequently found to have been claimed in error.
You are advised to retain receipts to substantiate your expense claim for a period of 7 years or alternatively supply them to us for safe keeping.

EMPLOYEES SIGNATURE | **DATE** | FOR OFFICE USE, CHECKED BY

If this expenses claim form is unsigned it may delay your payment.