

Expenses

You can claim expenses which can be used to offset tax, however, you can only make a claim on items that are used wholly and exclusively for the purpose of the business. We have tried to make this list exhaustive, however, if you do have any questions please do not hesitate to contact us.

The following are allowable non-taxable expenses:

- Travel
- Meals / over night claims
- Computer software (for business use)
- Equipment & tools
- Professional subscriptions
- Business telephone calls
- Postage & stationary
- Charitable donations

Travel

Travel, that is, expenses incurred through travelling for work using ferry, bus, train, car, motorbike, bicycle or tube, can be claimed back. Receipts and VAT receipts are required for all payments made; you must also make it clear the reason for the journey and your start and end point. Travelling using a car must be equally as clear, you must present us with VAT receipts for petrol/diesel, the reason for the journey, the start and end points, and breakdowns of the distance travelled. Claimable mileage rates are as follows:

Transport	Rate
• Car	40p per mile for the first 10,000 miles and 25p thereafter
• Motorbike	24p per mile
• Bicycle	20p per mile

Travel from home to your place of work is allowed and can be claimed for, however, in order for the HMRC to see this as appropriate you must be working in temporary assignments rather than in one place for a long period of time.

Meals / Overnight claims

It is possible to claim for meals up to a maximum of £15 a day without the need for receipts. For this to be valid you must be more than 5 miles away from your permanent address during your days work.

- If you are away for less than 10 hours you can claim £5 as lunch allowance.
- If you away for more than 10 hours you can claim for £10 as lunch and breakfast (or lunch and dinner) allowance.
- If you are away overnight you can claim for all three meals.

Of course, if you incur costs of more than £5 a meal and have receipts you can claim for the full amount.

You can claim for overnight stays with valid receipts, however, if you are away from your home address for more than three months you will need to provide us with details of your home address (a bill, council tax etc) to validate the claim. Likewise, if you stay with relatives or friends you can claim for up to £20 a week, but you must provide accurate details (a telephone number and address) of where and who you are staying with in place of a receipt.

Computer software

As with all expenses, as long as the claim is made for something that is wholly and exclusively for business use it can be processed and this includes computer software.

Equipment and tools

You can claim back any equipment, clothing and tools as long as you present a VAT receipt for the purchase. You can claim for any tools, fluorescent jackets, overalls,

helmets, boots and protective clothing. If you need to clean any clothing you can claim laundry costs, but you must present us with receipts.

However, the following are not considered necessary work equipment:

- Computers (laptops or otherwise)
- Satellite navigation systems
- Mobile phones

Professional subscriptions

You may claim expenses on books, magazines and electronic subscriptions so long as they are necessary to your work. Again, VAT receipts that clearly state your purchase must be presented.

Business telephone calls

Mobile phones cannot be claimed as expenses but you can claim back any money spent on business calls. In order for this to happen you must send us your monthly bill with the relevant calls highlighted.

Postage / Stationary

As with equipment and tools you can claim back any money spent on postage and stationary costs so long as you have valid VAT receipts.

Training expenses

As above, courses that are designed specifically with the business need in mind are allowable, as long as VAT receipts are presented.

Please make sure that this guide is followed correctly, if the HMRC were to check your claim you would need to be able to justify your expenses.

Disallowable expenses

Although the HMRC looks favourably on a wide range of non-taxable expenses, it is necessary to be aware of what is not allowable.

- **Mobile phones:** You might purchase a phone for business use, but you can only claim for phone calls made and not the handset itself.
- **Computer equipment:** Software is allowable, but a computer and surrounding equipment is not since it cannot be proven to be wholly for business use.
- **Satellite navigation equipment**
- **Any non-business related purchases:** Your own personal expenses.
- **Any travel costs** incurred that are not related to business activity, remember that if the HRMC were to check any claim made, you must be able to justify and prove that your claim was/is legitimate.