

# SHIP SHAPE EXPENSE CLAIM FORM

<b>Full name</b>	<b>Unique ID</b> (see Ship Shape card)	<b>Expenses for period</b> (enter date range)

**PLEASE READ THE 'EXPENSE CLAIM GUIDE' TO HELP YOU COMPLETE THIS FROM CORRECTLY**

1. Gather together your receipts, mileage records etc on a regular basis.
2. Complete this form summarising those receipts. Additional copies are available from [www.shipshapepay.com](http://www.shipshapepay.com)
3. Return expense form to Ship Shape by placing in a suitable envelope and simply writing FREEPOST SHIP SHAPE on the front. No address and no stamp required.

**Working as Self Employed:** DO NOT SEND RECEIPTS, however it is essential for you to keep all original receipts and a copy of each expense form for verification at a later date.

**Working under Umbrella PAYE:** SEND ORIGINAL RECEIPTS with your completed expense claim form. We recommend you take copies of these in case they are lost in the post. Note that any **Subsistence** claim receipts should be retained by you and not sent to Ship Shape unless specifically requested.

Dates	TRAVEL (To temp workplaces, include dates and reason. No private mileage claims)	£ Total
10th – 15th Mar 12	<i>EXAMPLE: Oyster card for travel to work in Paddington</i>	33.50
<b>TOTAL</b>		

**SUBSISTENCE - UMBRELLA WORKERS ONLY:**

If you were present at work for 5 hours or 10 hours you are eligible to claim £5 and £10 subsistence per day respectively for meals purchased by completing the table below. Also note dates of **unusually early starts** (left home before 6.00am and purchased breakfast) and **unusually late finishes** (after 8.00pm and purchased an evening meal) for which an additional £5 and £15 may be claimed respectively. You must keep receipts to support your claims.

Specify the month(s) and day date (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc), then use a cross (X) to indicate an applicable claim in the boxes below each day date. Continue on a new expense form if necessary. Please do not repeat previous claims.

<p><b>Month:</b></p> <p><b>Day date:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																																																			<p><b>Month:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																																																		

**SUBSISTENCE - SELF EMPLOYED & LIMITED COMPANY WORKERS ONLY:**

HMRC allow subsistence claims in your year-end tax return only if your work is itinerant (i.e. involves travelling from place to place, such as a commercial traveller) or where occasional business journeys outside the normal pattern are made. Where a business trip requires a stay away from home, the accommodation and reasonable overnight subsistence costs will be allowed. In all cases you must keep receipts to support your claims.

Dates	Reason for claim (why this claim falls outside of normal work pattern)	£ Total
<b>TOTAL</b>		

<b>Dates</b>	<b>WORK ITEMS PURCHASED (e.g. tools, protective/other equipment)</b>	<b>£ Total</b>
11th Mar 12	EXAMPLE: Hammer drill purchase	60.00
TOTAL		

<b>Dates</b>	<b>TELEPHONE (itemised bill with business calls indicated or prepay receipts)</b>	<b>£ Total</b>
10th – 15th Mar 12	EXAMPLE: See attached pre pay receipt for calls to employment agencies	10.00
TOTAL		

<b>Dates</b>	<b>ACCOMMODATION (include dates, proprietor and address. Only valid for periods working away from UK residence)</b>	<b>£ Total</b>
10th – 15th Mar 12	EXAMPLE: Stay at The Royal Hotel, Paddington W2 1HY whilst working away at Paddington construction site	100.00
TOTAL		

<b>Dates</b>	<b>OTHER ITEMS (enter any other expenses incurred wholly, exclusively and necessarily in the course of work duties)</b>	<b>£ Total</b>
TOTAL		

#### USE OF A PRIVATE VEHICLE

Tax relief is provided on trips carried out for business purposes. The allowance is dependent on vehicle type and the miles covered. The rate changes after the first 10,000 miles covered in a tax year.

<b>Vehicle Type</b>	<b>Rate for first 10,000 miles</b>	<b>Rate for mileage over 10,000 miles</b>
Car or Van	45 pence	25 pence
Motorbike	24 pence	24 pence
Bicycle	20 pence	20 pence

<b>Dates</b>	<b>Destination and reason for journey</b>	<b>Vehicle Type</b>	<b>No. of miles</b>

#### CONFIRMATION

By signing this form you confirm that the information you have provided is correct to the best of your knowledge and that on the days indicated you incurred an expense on Travel and/or Subsistence (a meal; food and drink) in the performance of the duties of the employment.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_