



EXPENSE CLAIM FORM

TEL: 0113 273 9970 FAX: 0844 871 8471

Information supplied on this form will enable Nova Accounting to estimate your likely business tax bill and ensure that your tax reserve is based on up-to-date figures. The information will also be used in preparing the annual accounts for your business.

NAME:
NOVA Ref No.

Mileage Details

Please provide accurate daily mileage, to and from your temporary work place (not rounded up or down).

Make:	Model:	Postcode for start and end of journey:
Registration No:	Car: <input type="checkbox"/> Motorcycle: <input type="checkbox"/> Bicycle: <input type="checkbox"/> Please tick	Reason for journey:

If you have any questions about this, then please contact us on 0113 273 9970

Please read the IR35 information sheet enclosed with your information pack as it is very important that you understand this document. Alternatively, please go to the expense guidelines section at www.novacontracting.co.uk and follow the link to the information sheet on IR35. If you feel that IR35 applies to your circumstances then you will NOT be able to claim for mileage allowances. You MUST fall outside the scope of the IR35 rules/legislation.

Please submit a photocopy of this document each week to inform us of your business expenses. Email, post or fax the signed and completed form to:

**Expenses Department, Nova Accounting Ltd,
7 Limewood Way, Leeds LS14 1AB**

This needs to be received by 18:00 on Wednesdays to ensure that an accurate expense allocation can be made before payment of your estimated business profits on Friday.

PLEASE CLEARLY MARK YOUR NOVA REFERENCE ON THE BACK OF YOUR RECEIPTS.

Date: (dd/mm/yyyy)	End client:	Worksite:	Postcode for start and end of journey:	Reason for journey:	No. of miles:	Amount claimed:
Total						£

There may be other expense categories, not listed on this form, that can be claimed in arriving at your business trading profit but you should be aware that HMRC may challenge all or any deductions, asking to see not only evidence that you have incurred the expense, but also that it was wholly and exclusively for the purposes of your business. Please contact us if you think that you have additional expenses. HMRC provides a summary at <http://www.hmrc.gov.uk/factsheets/expenses-allowances.pdf> or <http://www.hmrc.gov.uk/incometax/relief-self-emp.htm>. As someone running a small business you are entitled to use a simplified scheme for calculating business travel costs in your own vehicle:

Cars: **first 10,000** business miles in the year = **45p/mile** Motorcycles: **all** business miles in the year = **25p/mile**
 Bicycles: **all** business miles **20p/mile**

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Date: (dd/mm/yyyy)	Meal expenses - NEW RULES - Meals are CAPPED at: £5/day working 5-10 hours, £10/day over 10 hours, £25/day over 15 hours. Hours worked includes your travel to work and home.	Hours worked:	Amount claimed:
Total meal costs			£

Date: (dd/mm/yyyy)	Travel details - Include details of transport (i.e. train, bus, tube etc) and receipts. Please exclude private car mileage - see overleaf for details	Amount claimed:
Total business travel costs		£

Date: (dd/mm/yyyy)	Accommodation details for non-permanent address - Include details (i.e. dates stayed, reason etc) and receipt	Amount claimed:
Total business accommodation costs		£

Date: (dd/mm/yyyy)	Daily Allowance applicable if lodging away from home - £5.00 per night	Amount claimed:
Total business accommodation costs		£

Date: (dd/mm/yyyy)	Tools purchased - Receipts required	Amount claimed:
Total tools costs		£

Date: (dd/mm/yyyy)	Telephone - Itemised bill must be included with business calls highlighted	Amount claimed:
Total business telephone costs		£

Date: (dd/mm/yyyy)	Professional Fees/Courses - Receipts required	Amount claimed:
Total professional fees incurred		£

OFFICE USE ONLY					
Checked and Input by	£ Miles	Misc	Meals	D/All	
Date Input	Travel	Accom	Tools/Cloth	Tel	P/Fees
REJECTION:	FULL <input type="checkbox"/>	PARTIAL <input type="checkbox"/>			

Declaration	<p>I confirm that the above expenses were incurred wholly and exclusively in carrying out my business and that I wish for them to be included in my annual accounts as deductions in arriving at my taxable business profits.</p> <p>I confirm that I have considered my employment status and read and fully understood the IR35 guidance information sheet, and that I fall outside of the scope of the IR35 legislation if I am claiming mileage allowances.</p>
Signed: _____	Date: _____