

Expenses Policy

All payments of expenses are at the sole discretion of Sandbeck. Expenses must be claimed using the company's expense claim form or online expense claim portal. Claims will be subject to checking and authorisation, and you may be required to reimburse claims which cannot be verified.

PLEASE NOTE WE WILL REQUIRE RECEIPTS TO BACK UP EXPENSES CLAIMS

Temporary workplace

All travelling and subsistence costs must be incurred on travel to or from a temporary workplace. A temporary workplace is somewhere you go to perform a task of limited duration or for a temporary purpose. If you are likely to spend more than 40% of your working time at a site and you will be at the site for more than 24 months, it cannot be temporary workplace. Also, if this is the only site you are likely to be working at for us (e.g. you are not likely to move to another site when this one finishes), you cannot claim. If you are in doubt about whether your site is a temporary workplace, contact us.

Travel costs to and from a temporary workplace

Mileage

You can claim for using your own vehicle at the HMRC approved rates, which are currently:

Vehicle	First 10,000 business miles	Over 10,000 business miles	Passenger rate
Car or van (any cc)	45p per mile	25p per mile	5p per mile
Motorcycle	24 p per mile	24 p per mile	-
Bicycle	20p per mile	20p per mile	-

Please obtain a receipt every time you buy petrol, in order for us to allocate the receipt to your journey

Public transport

You can claim the costs of bus, train and other public transport fares (including taxis) for travel to and from a temporary workplace. Receipts are required for these claims.

Parking and tolls

You can claim the costs of parking, tolls and congestion charges (but not fines). Receipts are required for these claims.

Subsistence

You can claim the costs of subsistence you incur when attending a temporary workplace as follows (you can only claim a maximum of three meal rates in a 24 hour period):

Breakfast rate*	£5 per day	You can claim this where you leave home earlier than usual and before 6am and you incur a cost on breakfast taken away from your home after the journey has started. If you usually leave before 6 am you cannot claim this rate.
Either: one meal (5 hour) rate	£5 per day	You can claim this rate where your total journey exceeds 5 hours and you incur the costs of a meal.
Or: two meal (10 hour) rate	£10 per day	You can claim this rate where your total journey exceeds 10 hours and you incur the costs of a meal.
Late evening meal rate*	£15 per day	You can claim this rate where you have to work later than usual, you finish work after 8pm and you have to buy a meal before your journey ends which you would usually have at home.

*The breakfast and late evening meal rates are for use in exceptional circumstances only and are not intended for those with regular early or late work patterns.

Accommodation

You can claim where you are required to work away from home and you incur hotel or accommodation costs. Receipts are required for these claims.

You can also claim an overnight flat rate allowance of £5 (£10 if overseas) for incidental expenses.

Work related tools and clothing

You can claim for smaller items of tools and equipment, and for specialist, safety or protective clothing, or items of identifiable uniform that you have to buy for your work. You cannot claim for everyday clothing. Receipts are required for these claims. You can also claim a reasonable amount for laundering this clothing (maximum £1.15 per week).

Telephone

You can claim the costs of identifiable business calls. You must provide an itemised bill and circle all calls made in connection with your work.

Professional subscriptions

You can claim for the cost of professional subscriptions, providing they are relevant to your work and they appear on HMRC's approved list (check with us if in doubt).

Other expenses

If you wish to claim an expense that is not listed above, please enquire directly before making and claim and we will advise you if you are allowed to claim.

It is important to remember that claiming for expenses that you have not incurred would be viewed by the HMRC as tax evasion and/or fraud. We will endeavor to ensure that all claims are valid but will not accept responsibility should any expenses be disallowed by the HMRC.