

EXPENSES FORM

ABOUT YOU

* Compulsory Fields

First name*	Last name*
Agency number*	Employee number*
Email*	Week ending date (Sunday)*

DETAILS OF ASSIGNMENT

Agency name	*Client name*
Client location	*Job title*
Assignment start date*	end date*

Is this a new assignment YES NO

If this is a new assignment, is the work undertaken the same as your previous role? YES NO

Is your assignment intended to be over 24 months YES NO

Have you already, or expect to undertake more than 1 assignment for AZebra Pay Ltd YES NO

Is this your last assignment? YES NO

Please confirm you have not previously worked at the same site within the last 3 months.

MILEAGE CLAIM

This should be used for claims where you drive to or part of the way to work. You must submit petrol receipts to us to cover at Least the total miles claimed. Please forward the originals of these to us separately, noting your name and employee number on them.

If petrol receipts are not received your mileage claim may not be processed.

You must hold appropriate insurance to drive your vehicle in respect of business use.

Is the vehicle owned by you?* YES NO

Is the vehicle a car?* YES NO

Have you claimed mileage with another payroll provider? YES NO

Are your total miles claimed through all payroll providers in excess of 10,000 in the current tax year? (see notes below)* YES NO

Have you posted petrol receipts to us?* YES NO

Day	From Postcode*	To Postcode*	Single/Return Journey*	Total miles claimed*	Total miles @ 45p
Monday			0 Single	0 Return	
Tuesday			0 Single	0 Return	
Wednesday			0 Single	0 Return	
Thursday			0 Single	0 Return	
Friday			0 Single	0 Return	
Saturday			0 Single	0 Return	
Sunday			0 Single	0 Return	
TOTAL					TOTAL

Note - once you have claimed 10,000 miles in any one tax year, the mileage claim reduces to 25p per mile.

SUBSISTENCE

With effect from 6 April 2016 the following maximum subsistence claims are available. You must have actually incurred the cost of your claim.

For a more detailed explanation please see our Expenses Guide.

5 Hour Allowance OR	If away from home for more than 5 hours	Max £5
10 Hour Allowance OR	If away from home for more than 10 hours	Max £10
15 Hour Allowance	If away from home for more than 15 hours	Max £25

Day	Time left home*	Time arrived home*	Time away from home*	Time worked per timesheet	£5 Max	£10 Max	£25 Max
Monday				Hours			
Tuesday				Hours			
Wednesday				Hours			
Thursday				Hours			
Friday				Hours			
Saturday				Hours			
Sunday				Hours			
TOTAL					TOTAL		

ADDITIONAL EXPENSES

For a detailed explanation of expenses that you may be able to claim please see our Expense Guide.

Claims must be accompanied by a receipt. Description e.g. public transport, accommodation, parking, professional fees.

Day	Description: (public transport, accomodation, parking, professional fees, replacement tools, protective clothing or other)	Amount
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

DECLARATION

SIGN HERE

I declare that the above expenses are wholly, exclusively and necessarily incurred in the course of AZebra Pay business.
I am aware that falsifying expense claims could lead to disciplinary action.
I have attached receipts for claims where necessary.
I agree to send in VAT Petrol Receipts to support my mileage claim.