

SHIP SHAPE EXPENSE CLAIM FORM

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

PLEASE READ THE 'EXPENSE CLAIM GUIDE' TO HELP YOU COMPLETE THIS FORM 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
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.

Dates	TRAVEL (include dates and reason. Do not include private mileage claims)	£ Total
10th – 15th Mar 08	<i>EXAMPLE: Oyster card for travel to work in Paddington</i>	33.50
TOTAL		

SUBSISTENCE

£5 and £10 subsistence per day will be claimed automatically based on your hours worked. Only use this section to identify the dates of **unusually early starts** (before 6.00am) and **unusually late finishes** (after 8.00pm) for which an additional £5 and £15 will be claimed respectively. Or to indicate days where you were **on site for 10 hours or more** (where this may not be apparent from the work hours you submitted in timesheets etc).

Specify the month(s) and day date (1st, 2nd, 3rd 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>Month: _____</p> <p>Day date:</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> </table> <p>On site before 6am:</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> </table> <p>On site after 8pm:</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> </table> <p>On site 10 hrs or more:</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> </table>																																																																																																					<p>Month: _____</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> </table>																																								

Dates	TOOLS (or other directly work related purchases)	£ Total
11th Mar 08	<i>EXAMPLE: Hammer drill purchase</i>	60.00
TOTAL		

Dates**PERSONAL PROTECTIVE EQUIPMENT/SAFETY WEAR****£ Total**

12th Mar 08	EXAMPLE: Hi-Vis purchase	5.00
TOTAL		

Dates**TELEPHONE (itemised bill with business calls indicated or prepay receipts)****£ Total**

10th – 15th Mar 08	EXAMPLE: See attached pre pay receipt for calls to employment agencies	10.00
TOTAL		

Dates**ACCOMMODATION (include dates, proprietor and address. Only valid for periods working away from UK residence)****£ Total**

10th – 15th Mar 08	EXAMPLE: Stay at The Royal Hotel, Paddington W2 1HY whilst working away at Paddington construction site	100.00
TOTAL		

Dates**OTHER ITEMS (enter any other expenses incurred wholly, exclusively and necessarily in the course of work duties)****£ Total**

TOTAL		

USE OF A PRIVATE VEHICLE

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

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. Please complete all sections below to allow your tax relief to be calculated.

<u>Date</u>	<u>Destination and reason for journey</u>	<u>Vehicle type</u>	<u>No. of miles</u>

CONFIRMATION

By signing this form you confirm that the information you have provided is correct to the best of your knowledge and you have read and understood our Expenses Claim Guide.

SIGNED:

DATE:

PRINT NAME:
