

# SHIP SHAPE EXPENSE CLAIM FORM

Full name	Operative ID (see your SSSC card)	Expenses for period (enter date range)

**Step 1:** Complete the form accurately and with all required information. Failure to do so will result in the claim being returned unprocessed.

**Step 2:** Sign the completed form and place in an envelope. Write on the envelope **FREEPOST SHIP SHAPE**, no stamp is required.

**Step 3 - SELF EMPLOYED:** If you are working as Self Employed keep a copy of all original receipts along with a copy of this expense form as these may need to be verified at a future date. You do NOT need to send receipts into us.

**OR**

**Step 3 - PAYE:** If you are working under PAYE please attach all relevant original receipts and include in the envelope to be sent into us. As Ship Shape cannot be responsible for any receipts lost by the postal service we recommend that you also keep a copy for your records.

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

Dates	TOOLS (or other directly work related purchases)	Total £
11th Mar 08	EXAMPLE: Hammer drill purchase	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		

<b>Dates</b>	<b>ACCOMMODATION</b> (include dates, proprietor and address. Only valid for periods working away from UK residence)	<b>Total £</b>
10th – 15th Mar 08	<i>EXAMPLE: Stay at The Royal Hotel, Paddington W2 1HY whilst working away at Paddington construction site</i>	100.00
TOTAL		

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

## USE OF A PRIVATE VEHICLE

Please look up the correct mileage rate according to the vehicle type (and total mileage to date) shown in the table below:

<b>Engine size (cc)</b>	<b>Rate for first 10,000 miles</b>	<b>Rate for mileage over 10,000 miles</b>
Up to 1500	40 pence	25 pence
1501 - 2000	40 pence	25 pence
Over 2000	40 pence	25 pence
Motorbike	24 pence	24 pence
Bicycle	20 pence	20 pence

<b>Make</b>	<b>Model</b>	<b>Engine size (cc)</b>	<b>Registration</b>	<b>Miles claimed</b>	<b>Miles claimed to date</b>
				TOTAL	

  

<b>Dates</b>	<b>Destination and reason for journey</b>	<b>Number of miles</b>	<b>Claim £</b>
			TOTAL

SHOULD YOU NEED TO CLAIM MORE ITEMS PLEASE CONTINUE ON A SEPARATE FORM

**PLEASE NOW SIGN THE MANDATORY DECLARATION:**

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_