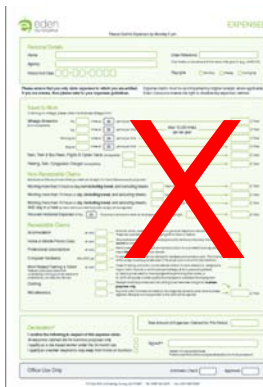


Expense Policy Update

You will soon receive an updated copy of the Eden expense policy in the mail. The updated expense policy does not represent any significant changes. The new policy just seeks to make our current expense forms easier to understand and to help contractors make the most of our service whilst ensuring your compliance with Inland Revenue guidelines. It will also serve to prepare for a new online tool that should be launched later this year. Please note that we will also be introducing weekly expense spot audits. In the meantime we would like to remind everyone of some basic expense rules;

- Always ensure that if claiming mileage that a detailed mileage form is attached. Please use post codes for all journeys and ensure that any miles over the 10,000 mile yearly limit are claimed at the lower rate. **Failure to do so will result in non payment of mileage expenses.** Also remember to keep petrol receipts for spot audits or for use by the Inland Revenue.




- All expense claims must be signed and appropriate declarations ticked. Note that boxes one and two must always be ticked and box three if you are staying away from home overnight. **Failure to do so will result in non payment of expenses.**

<p>Declaration*</p> <p>I confirm the following in respect of this expense claim:</p> <p>All expenses claimed are for business purposes only <input type="checkbox"/></p> <p>I qualify as a site-based worker under the 24-month rule <input type="checkbox"/></p> <p>I qualify as a worker required to stay away from home on business <input type="checkbox"/></p>	<p>Total Amount of Expenses Claimed for This Period <input type="text"/></p> <p>Signed** <input type="text"/></p> <p><small>*please tick appropriate boxes **claims submitted without a signed declaration will not be processed</small></p>
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- Receipts must be attached for all receiptable claims. **Failure to do so will result in non payment of expenses.**

Receiptable Claims			
Accommodation	at cost	<input type="text"/>	Alcoholic drinks, newspapers, video hire or personal telephone calls will not be paid. These are covered by PIEs when staying with a friend or relative.
Home or Mobile Phone Costs	at cost	<input type="text"/>	
Professional Subscriptions	at cost	<input type="text"/>	Only business-related calls on itemised phone bills will be re-imbursed; line rental cannot be claimed.
Computer Hardware	Max £500 pa	<input type="text"/>	Reimbursement of employee's annual subscription to a professional body, shown in Inland Revenue List 3, can be claimed.
Work Related Training & Tuition	at cost	<input type="text"/>	A maximum of £500 pa can be claimed for hardware and software costs. The full amount of the receipt must be provided even if the actual cost is more than the maximum.
Related costs associated with undertaking training such as travel and subsistence, can also be claimed			Costs of training and tuition can be claimed where it is work related (i.e., designed to impart, instill, improve or reinforce any knowledge, skills or personal qualities):
Clothing		<input type="text"/>	a) likely to prove useful to the employee while performing their duties; or
Miscellaneous		<input type="text"/>	b) which will qualify or better qualify the employee to undertake the employment
			Receipts must be provided and the clothing must have been bought for business purposes only.
			Any other claim that does not relate to the categories above but is an extra business expense. Receipts must be provided or the claim will be rejected.
			<input type="text"/> £ Total

- Please remember that subsistence claims should be in line with actual expenditure whether that is higher or lower than the boxes indicate and that you should keep receipts wherever available. You will need to produce food and drink (non alcoholic) receipts if your expenses are spot audited in a particular week. **Failure to do so will result in non payment of expenses.**

Non-Receiptable Claims			
Subsistence (We recommend that you retain all receipts for Inland Revenue audit purposes)			
Working more than 5 hours a day, not including travel , and excluding breaks	<input type="text"/> days at £5 per day	→	<input type="text"/> £ Total
Working more than 10 hours a day, including travel , and excluding breaks	<input type="text"/> days at £15 per day	→	<input type="text"/> £ Total
Working more than 10 hours a day, including travel , and excluding breaks, AND stay in a hotel (a claim without a matching hotel receipt will be rejected)	<input type="text"/> days at £21 per day	→	<input type="text"/> £ Total
Personal Incidental Expenses (PIEs)	£5 Round sum allowance when an employee stays away overnight.	→	<input type="text"/> £ Total