



Expenses Guide

Can I claim expenses?

Before we begin, it makes sense to establish whether you are eligible to claim expenses or not.

In very basic terms - if your day to day work is subject to the **Supervision, Direction and Control (SDC)** of a third person then unfortunately, you are not entitled to claim travel and subsistence expenses as a tax relief against your wage.





Can I claim expenses?

To claim business expenses through Bar2 you must currently be contracted in a temporary workplace. For this to be the case you must be either travelling in order to perform your duties in your role or

1

Have reasonable confidence that you will be working on a number of assignments through your agency

2

Have the same confidence that your payments for these assignments will be processed through Bar2

3

Have been, or expect to be, at the same workplace over 24 months

Confused?

We have a very simple questionnaire relating to the work you're carrying out on assignment which will simply determine whether you fall under SDC.

To complete this questionnaire, please get in touch with the office on 01923 690910 so you can find out whether you are eligible to claim expenses.



How Does Claiming Expenses Benefit Me?



The main benefit of being able to claim expenses is that they act as a tax relief, whether it is a monthly or weekly payment. Please remember that any expenses claimed through us are deducted from the hourly rate agreed between you and the agency and paid to you tax free.

You are able to claim tax relief on any employment related expense incurred during the course of your employment – such as travel from your home to your place of work, daily food allowance, the cost of temporary accommodation etc. (read on for more details of expenses you can claim!).

This means you will receive a taxed wage and tax-free expenses.

The rules

At Bar2 we wouldn't be experts if we didn't follow a strict policy in line with HMRC rules and guidelines. We are audited on our expenses, which means we are strict with what we allow.

There is a maximum amount of expenses that can be claimed each week, depending on your hourly rate and the hours you work.

In the following, the expenses used are the maximum we can allocate, without breaching National Minimum Wage (NMW).



What can I claim?



Travel

- You can claim the cost of travel to and from your temporary place of work. This allowance includes the cost of fuel and all running costs of the vehicle e.g. road tax, insurance and servicing – however any additional claims for maintenance and repair are not permitted.
- The cost of public transport can be claimed but you must have a valid receipt or ticket of the journey.

Vehicle	Amount Per Mile
Car	45p*
Motorcycle	24p
Bicycle	20p

*Reduces to 25p per mile, when you exceed 10,000 miles in any financial year

- The cost of a hire car can be claimed along with the amount spent on fuel. Mileage cannot be claimed.
- If you incur a cost for parking, road tolls or congestion, whilst working on a particular contract, the cost can be claimed.

What can I claim?



Subsistence

- The reasonable and necessary cost of a meal/snack and beverages can be claimed as an expense.

£5

One meal (between 5 and 10 hours worked). This can be claimed when you undertake work away from your home for a period of at least 5 hours, inclusive of travel to and from the workplace

£10

Two meals (10 hours or more). This can be claimed when you undertake work away from your home for a period of at least 10 hours, inclusive of travel to and from the workplace

£15

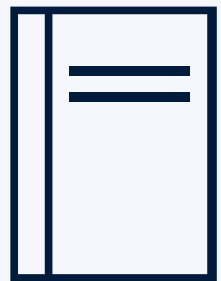
Earlier/later than usual meal. This can be claimed when you left the house earlier or had to work later than usual and find this out at short notice. If you usually leave the house before 6am or finish later than 8pm this allowance does not apply.



Tools, Equipment and protective clothing

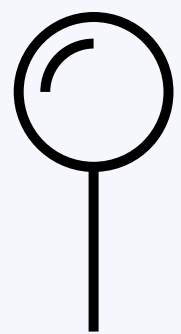
- When specific equipment and/or tools is necessary and relevant to the performance of your current assignment. The cost of equipment can be claimed with evidence of receipt.
- Protective clothing is vital depending on your job, it is a claimable expense as long as it has been purchased from a workwear store and receipts have been evidenced.

What can I claim?



Professional Subscriptions

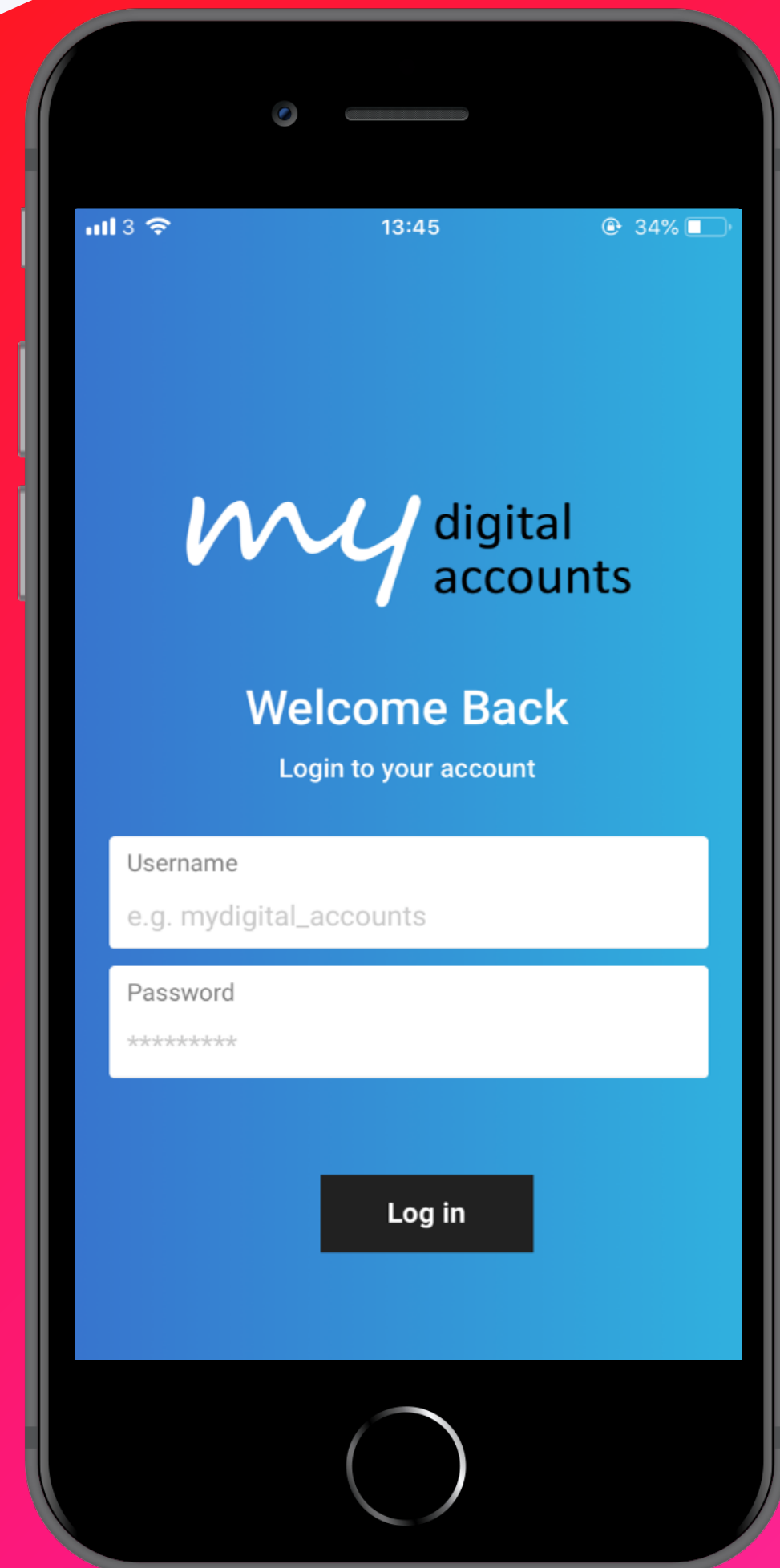
- HMRC will permit you to claim the cost of fees and subscriptions that have been paid to professional bodies or learned societies. A full list of allowable subscriptions can be found here - www.hmrc.gov.uk/list3



Secondary accommodation costs and incidental overnight expense

- Hotel or bed and breakfast accommodation can be claimed as an expense as the cost value of the receipt provided.
- If you are renting a secondary property to enable you to be close to your place of work, this can be claimed with appropriate receipts or invoice. You will need to provide proof of address of your main accommodation.
- Additional amount of £5.00 per night for overnight stays in the UK, this rises to £10.00 per night for stays outside of the UK.

Our mobile app



My digital accounts has been built using our own experiences, contractor recommendations and HMRC compliancy to support you in submitting your expenses.

You would have received an automated email from us containing your username, so you can get yourself logged in and start claiming as soon as possible. You may already have a log in if you have used our web portal – you can use these details to get into the app too!

Our app allows you to submit all types of expense including mileage, subsistence & public transport and will allow you to take pictures of receipts and upload where necessary. This means you can do everything on the move, out the palm of your hand in minutes!

You will be able to view in real time the following:

- Approved claims
- Available mileage
- Waiting for approval claims
- Previously submitted claims
- Rejected claims
- Carried forward expenditure



Any further questions?

If you need any further support, please feel free to contact our friendly team on 01923 690910 or via email at hello@bar2.co.uk.