

PERSONAL DETAILS

To avoid delays in your expenses being processed, please complete this section in full using capital letters.

- **Key Reference No.**
Your Key Reference Number is provided in your Welcome Communication.
- **Week Ending Date**
This is the date of the Sunday at the end of the week for which you are claiming expenses. Submit an Expense Form for each week, regardless of your pay frequency.
- **Your Agency**
Please confirm the name of the recruitment agency you were working through when you incurred the expenses you are claiming.
- **Multiple Agencies**
If you have more than one recruitment agency on your Key Portfolio account, please tick the box.

EXPENSE CLAIMS – SECTION 1

Retain supporting evidence for SECTION 1 expenses as you may be selected in our expense sampling process. Do not send us this evidence unless requested to do so.

Do not duplicate claims in SECTION 1 if you have submitted them in your Key Portfolio online account or on your agency timesheet. If your timesheet includes an expense section, these expenses will only be processed if they are submitted on your timesheet.

SCALE RATE SUBSISTENCE CLAIMS

Tick the relevant day on which the expense was incurred ensuring you also complete the Total column. Refer to our Expense Guide for current scale rate amounts.

FIVE & TEN HOUR MEAL RATE

You may claim either a Five Hour or Ten Hour Meal Rate each day. You cannot claim both of these expenses for the same day.

TRAVEL – MILEAGE CLAIMS

Enter the total number of miles you are claiming for each day beside the relevant mode of transport, ensuring you also complete the Total column. Refer to our Expense Guide for current mileage rates.

EXPENSE FORM

Return to Key by 3:00pm on the Tuesday following the period worked.

3:00 PM DEADLINE

PERSONAL DETAILS Failure to complete this section in full may prevent your claim being processed.

Full Name: JOHN SMITH Your Agency: 123 RECRUITMENT

Key Reference No.: KEY 0000001

Telephone No.: 0777 123123

Week Ending Date: 22 / 01 / 12

Submit a separate Expense Form for each agency.
 Tick this box if you are registered with more than one recruitment agency through Key Portfolio

EXPENSE CLAIMS – SECTION 1

Only complete Section 1 if you have not submitted these expenses online or on your agency timesheet. If your timesheet includes an expense section, these Section 1 expenses must be claimed on your timesheet and NOT on this Expense Form.

		MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
SCALE RATE SUBSISTENCE CLAIMS* (Use ✓ to indicate)									
Only select one per day	• BREAKFAST RATE (I left home earlier than usual and before 6:00am and incurred a cost on breakfast)			✓		✓			2
	• FIVE HOUR MEAL RATE (I was away from home for five hours and incurred the cost of a meal)					✓			1
	• TEN HOUR MEAL RATE (I was away from home for ten hours and incurred the cost of a meal or meals)	✓	✓	✓	✓				4
	• LATE EVENING MEAL RATE (My working day finished later than usual and after 8:00pm and I incurred the cost of a meal purchased and consumed away from home)				✓				1
TRAVEL – MILEAGE CLAIMS* (Insert no. of miles, rounding up to nearest mile)									
• CAR/VAN		30	30			30			90
• MOTORCYCLE/SCOOTER				40					40
• BICYCLE									

* Supporting evidence for these expenses must be retained by you. For the qualifying criteria and values for these expenses, please refer to our Expense Guide or HMRC's website www.hmrc.gov.uk/briefs/income-tax/brief2409.htm.

EXPENSE CLAIMS – SECTION 2

TRAVEL

- Public Transport (Rail, Tube, Bus, Ferry) £ 10.50
- Taxis £
- Flights £
- Parking £ 7.50
- Car Hire £

MISCELLANEOUS EXPENSES

- Telephone £ 4.50
- Postage, Faxing & Photocopying £
- Stationery £
- Books & Journals £ 6.00

ACCOMMODATION AND ASSOCIATED EXPENSES

- Overnight Meal Subsistence £
- Hotels, B&Bs & Rent £
- Utility Bills £
- Incidental Overnight Expenses £
(Maximum £5.00 per night. Supporting evidence not required)

Other

- Training Courses £
- Subscriptions £ 36.50
- Other (please specify) – BRIDGE TOLL £ 2.50
- Other (please specify) £

The expenses I have claimed on this form were incurred wholly, exclusively and necessarily in the performance of my duties and I meet the relevant criteria as detailed in the Key Portfolio Expense Guide.

SIGNED: J. Smith DATE: 20 / 01 / 12

Submit an Expense Form for each week, regardless of your pay frequency.
 Where applicable, attach supporting evidence to the back of this form.
 Refer to our Expense Guide at www.mykeypay.com/page/literature for guidance on completing this form. Expense Forms can also be downloaded from this link.

Post: Key Portfolio, Key House, 18 Seaward Place, Centurion Business Park, Glasgow G41 1HH
 Email: expenses@mykeypay.com
 Fax: 0845 371 0309
 Tel: 0845 371 0303

DO NOT submit evidence with claim, retain for your records
 DO submit evidence with claim

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Deadline
To meet the deadline of Tuesday at 3:00pm, we recommend you immediately submit your expenses on completion of your work period.

EXPENSE CLAIMS – SECTION 2
Expenses claimed in SECTION 2 require the submission of supporting evidence with your claim. Attach evidence securely to the back of the form. Receipts must be originals, not copies.

Overnight Meal Subsistence
This expense replaces scale rate subsistence claims in SECTION 1.

Hotels, B&Bs & Rent
Insert the relevant amount in the box each time you want to claim an expense for rent. Rent is not automatically processed based on your tenancy agreement.

Other
If you incur expenses which do not have a dedicated box on the Expense Form, you can claim them in the Other boxes. Please specify the expense you are claiming.

SIGN AND DATE
Remember to sign and date your Expense Form before returning it to Key.

Returning your Expense Form to Key
If you do not need to post us supporting evidence with your Expense Form, e.g. you only completed SECTION 1 of the form, you can return it by scanning and emailing it or by fax.