

### PERSONAL DETAILS

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

Full Name  Your Agency

Key Reference No.  Print the name of the recruitment agency you were working through when you incurred the expenses on this form.

Telephone No.  Submit a separate Expense Form for each agency.

Week Ending Date  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
<b>SCALE RATE SUBSISTENCE CLAIMS*</b> (Use ✓ to indicate)								
• <b>BREAKFAST RATE</b> <small>(I left home earlier than usual and before 6:00am and incurred a cost on breakfast)</small>								
• <b>FIVE HOUR MEAL RATE</b> <small>(I was away from home for five hours and incurred the cost of a meal)</small>	Only select one per day							
• <b>TEN HOUR MEAL RATE</b> <small>(I was away from home for ten hours and incurred the cost of a meal or meals)</small>								
• <b>LATE EVENING MEAL RATE</b> <small>(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)</small>								
<b>TRAVEL – MILEAGE CLAIMS*</b> (Insert no. of miles, rounding up to nearest mile)								
• <b>CAR/VAN</b>								
• <b>MOTORCYCLE/SCOOTER</b>								
• <b>BICYCLE</b>								

\*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](http://www.hmrc.gov.uk/briefs/income-tax/brief2409.htm).

### EXPENSE CLAIMS – SECTION 2

#### TRAVEL

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

#### 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.)

#### MISCELLANEOUS EXPENSES

- Telephone
- Postage, Faxing & Photocopying
- Stationery
- Books & Journals
- Training Courses
- Subscriptions
- Other (please specify) \_\_\_\_\_
- 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  DATE

- 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](http://www.mykeypay.com/page/literature) for guidance on completing this form. Expense Forms can also be downloaded from this link.

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