

# A Guide to Completing your Expense Form

**Personal Details**  
Always complete this section of the form.

**Part A**  
Only complete this section if your Agency Timesheet does not include these scale-rate payments.

**Part B**  
This section is for all public transport travel expenses. Mileage expenses should be submitted above in Part A or on your Agency Timesheet if it includes an expenses section.

**Signed**  
You MUST sign here before returning your Expense Form to Key.

**All Original Receipts**  
Please ensure that you attach any receipts securely to the form. These must be original receipts and not copies.

**DEADLINE**  
3:00 PM  
3pm on the Tuesday following the period worked

## Portfolio Expense Form

You must submit an Expense Form for each Agency you work through.  
Please refer to our Expense Guide booklet for advice and guidance on completing this form.

**Personal Details**

Full Name  Key Reference no.   
 Telephone  Period End Date   
 Agency  Pay Frequency  Weekly  Two Weekly  Four Weekly  Monthly  
(as set by your Agency)

Please tick the following box if you are registered with more than one Agency through Key Portfolio

**Site-Based Workers - PART A**

Only complete Part A if your Agency Timesheet does not include a Key Portfolio Expense Section. If your Agency Timesheet does include an Expense Section, we will not process any expenses detailed below in Part A.

**SUBSISTENCE**

Breakfast  days @ £5.00 per day £  .   
(when leaving home for work before 7am and purchasing breakfast)

Lunch  days @ £7.50 per day £  .   
(when purchasing food and drink during the day)

Evening Meal  days @ £15.00 per day £  .   
(when your working day including travelling time, exceeds 10hrs and you purchase an evening meal)

**TRAVEL**

Mileage (complete the relevant box with the number of miles travelled)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Car/Van								
Motorbike/Scooter								
Bicycle								

USE OF HOME AS OFFICE  weeks @ £3.00 per week £  .

**Site-Based Workers - PART B**

**TRAVEL**  Parking £  .   Fares (e.g. Air, Rail, Oyster Card) £  .

I confirm that I am site-based in accordance with sections 336-339 ITEPA 2003. The expenses above relate to a site(s) that I expect to work at for 24 months or less. I intend to work at more than one site during my contracting career and confirm that this is not my last assignment as a temporary worker.

**Any Worker Required to Stay Away from Home on Business (May include Non-UK Nationals)**

ACCOMMODATION £  .

ASSOCIATED UTILITY BILLS £  .

OVERNIGHT MEAL SUBSISTENCE (Replaces breakfast, lunch and evening meal Scale-rate payments)  nights @ £25.00 per night £  .

INCIDENTAL OVERNIGHT EXPENSES (UK Nationals Only, not to exceed £5.00 per night) £  .

**Miscellaneous Expenses that Apply to All Workers**

Telephone & internet £  .   Training courses £  .

Car hire £  .   Books & journals £  .

Postage, faxing & photocopying £  .   Subscriptions £  .

Stationery £  .   Other £  .

Signed  Date

Please post this Expense Form along with ALL original relating receipts to Key House, 18 Seaward Place, Centurion Business Park, Glasgow G41 1HH. Any claims which do not require supporting receipts may be faxed to 0845 371 0309. For all enquiries call our Client Care Team on 0845 371 0303. In order to ensure that your expenses are processed with your payroll, they must arrive at Key by 3pm on the Tuesday following the period worked. Key Portfolio Ltd reserve the right to disallow any expenses.

Scale-rate payment (no receipt required)  Receipt Required  Receipt or Ticket Required  Itemised Bill Required

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**Deadline**  
Your Expense Form and any required original receipts **MUST** arrive at Key by 3pm on the Tuesday following the period worked to ensure that we can process them with your next pay. If you do not need to send receipts you can fax your form to 0845 371 0309.

**More Than One Agency**  
Always remember to tick this box if you have more than one agency registered with Key.

**Accommodation**  
Please note that if you are offsetting expenses for rent they will not be automatically processed after we receive your Tenancy Agreement. You must insert the relevant amount here each time you want to submit an expense for rent.

**Subscriptions**  
Fees for subscriptions to certain organisations can be offset here such as the GTC.

If you have any questions relating to your expenses please consult the Expense Guide available at [www.mykeypay.com/page/literature/](http://www.mykeypay.com/page/literature/) or call the Client Care Team on 0845 371 0303