

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

Telephone

Agency

Key Reference no. **KEY**

Period End Date
for expenses being submitted

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

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

Evening Meal @ **£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 @ **£3.00** per week

Site-Based Workers - PART B

TRAVEL **R/T Parking** **R/T 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) @ **£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** **R/T Receipt or Ticket Required** **Itemised Bill Required**