

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.



Expense Form

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

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.

Period End Date

Pay Frequency Weekly Two Weekly Four Weekly Monthly

(as set by your Agency)

for expenses being submitted

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

<input type="checkbox"/> Telephone & internet	£ .	<input type="checkbox"/> Training courses	£ .
<input type="checkbox"/> Car hire	£ .	<input type="checkbox"/> Books & journals	£ .
<input type="checkbox"/> Postage, faxing & photocopying	£ .	<input type="checkbox"/> Subscriptions	£ .
<input type="checkbox"/> Stationery	£ .	<input type="checkbox"/> 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/ or call the Client Care Team on 0845 371 0303