

Claiming expenses through the Bar 2 Umbrella

The process of claiming expenses is straightforward – you simply need to complete, sign and send us your claim form. This needs to reach us together with any required receipts by **mid-day on a Wednesday**. Will we guarantee that they are processed and included in the calculations for your take-home pay on Friday.



Submitting expenses claims forms

Completed expenses claim forms can be submitted in one of three ways;

by post to:

Unit 4, Century Court,
Moor Park Industrial Centre,
Tolpits Lane, Watford WD18 9RS

by fax to: 01923 324 2806

by email to: expenses@bar2.co.uk



Allowable expenses

The guidelines laid down by HM Revenue & Customs state that expenses claimed must be **incurred wholly, exclusively and necessarily in the performance of your duty**. There are strict rules in place which determine what you may claim and the Bar 2 expenses team are required by HMRC to validate that only legitimate expenses are claimed for. All claims are scrutinised and incorrect claims will be rejected.

Bar 2 has been granted certain dispensations from HMRC to simplify the processing of the large number of expenses claims we deal with on a weekly basis. In some cases, this means that receipts are not always necessary, however, you should bear in mind that you must always be in a position to substantiate claims that you make and we would advise you to submit or retain receipts wherever possible.

(continued overleaf)



If you have any questions relating to the claiming of expenses please contact Bar 2

Contractor helpline: 0845 838 1641 Contractor faxline: 0845 838 1642

Email: contractors@bar2.co.uk New registration: registrations@bar2.co.uk

Or visit: www.bar2.co.uk

Claiming expenses

through the Bar 2 Umbrella (continued)

What expenses can be claimed?

Mileage

A mileage allowance may be claimed if you use your own vehicle for travelling to and from your place of work, providing your workplace is regarded as "temporary". A workplace will be regarded as temporary if only short-term assignments are undertaken. It will be regarded as a permanent place of work however if you work there continuously for 24 months or more, or you are made aware that the duration of the work will extend beyond that period.

Mileage allowance for cars and vans is paid at the rate of 40p per mile for the first 10,000 miles during the tax year and 25p per mile thereafter. A lower rate of 24p per mile is paid for motorcycles.

All mileage claims need to be accompanied by a VAT receipt for the fuel used.

Travel

Travel by rail, bus, air or taxi is allowable (subject to the 24-month rule) and can be claimed with appropriate receipts.

Parking

Any claims for car parking necessary during the course of your working day are allowable but will need to be fully supported by receipts.

Accommodation

You can claim for the cost of lodgings if you are staying away from your normal permanent residence in the course of your

work. A receipt from the hotel / B&B is required with each claim. In addition to the cost of accommodation, you are also entitled to claim daily allowances for subsistence all the time you stay away from home. The allowances are £5 for breakfast, £8 for lunch and £12 for evening meals. Receipts are not required providing we have proof of lodgings.

Telephone calls

Business calls may be claimed for either landline or mobile phones. Itemised phone bills, with business calls highlighted, need to be provided for all claims.

Other expenses

Congestion charges / road tolls may be claimed without the need for receipts. The following claims will also be allowable, but receipts will be required in all cases;

- the cost of laundering work wear for branded or safety clothing
- the cost of safety wear / protective clothing (hi-vis jackets, safety boots etc)
- Annual eye tests
- Stationery costs
- Hired equipment
- Vehicle hire, including the cost of fuel and consumables
- Subscriptions to professional associations

If you have any questions relating to your expenses claim, please call our Customer Care team on 0845 838 1641



INTERNATIONAL

If you would like to explore the benefits of using a Bar 2 product simply call

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Email: contractors@bar2.co.uk New registration: registrations@bar2.co.uk

Or visit: www.bar2.co.uk