

Expense claims can be submitted on this form or online in the Yellow Wages Portal; <http://yellowwages.co.uk/>

**Personal Details** - Failure to complete this section in full may prevent your claim being processed.

Full name	<input type="text"/>	Period start date	<input type="text" value="Day/Month/Year"/>
Tel	<input type="text"/>	Period end date	<input type="text" value="Day/Month/Year"/>
Agency	<input type="text"/>	<small>Print the name of the recruitment agency you were working through when you incurred the expenses on this form. Submit a separate Expense Form for each agency.</small>	
Ref. no	<input type="text"/>	<small>Tick this box if you have more than one recruitment agency registered with Yellow Wages</small> <input type="checkbox"/>	

**Mileage**

	Time Left home	Time Arrived home	Postcode From	Postcode to	No. car/van miles
Monday	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Vehicle Registration Number</b>	<input type="text" value="if applicable"/>			<b>Total</b>	<input type="text"/>
<b>Vehicle Make and Model.</b>	<input type="text" value="if applicable"/>				

**All Other Expenses**

**Travel**

Public transport (Rail, Tube, Bus, Ferry)	<input type="text" value="£ ."/>
Taxis	<input type="text" value="£ ."/>
Flights	<input type="text" value="£ ."/>
Parking	<input type="text" value="£ ."/>
Car hire	<input type="text" value="£ ."/>

**Miscellaneous Expenses**

Telephone	<input type="text" value="£ ."/>
Postage, Faxing & Photocopying	<input type="text" value="£ ."/>
Stationery	<input type="text" value="£ ."/>
Books & Journals	<input type="text" value="£ ."/>

**Accommodation & Associated Expenses**

Overnight meal subsistence	<input type="text" value="£ ."/>
Hotels, B&Bs & Rent	<input type="text" value="£ ."/>
Utility bills	<input type="text" value="£ ."/>
Training courses	<input type="text" value="£ ."/>
Subscriptions	<input type="text" value="£ ."/>
Other (Please specify)	<input type="text"/> <input type="text" value="£ ."/>

I confirm that all the expenses I am claiming were incurred wholly, exclusively and necessarily in the performance of my duties or in my necessary attendance at a temporary workplace and that I meet the relevant qualification criteria for claiming each type of expense; all in accordance with the relevant provisions of the Income Tax (Earnings and Pensions) Act 2003.

Signed	<input type="text"/>	Date	<input type="text" value="Day/Month/Year"/>
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