



1 Personal and employment details for which expenses claim relates

Box 1.7 is for your National Insurance number which will be 2 letters followed by 6 numbers and one letter for example - QQ123456A.

2 Employment details

Enter details of the employment for which you are claiming expenses for, the current tax year and up to the last 4 completed tax years. To avoid delays in processing your form, complete every box that is appropriate to your claim. You will find your employer PAYE reference on your P45/P60 or your Personal Tax Account.

The form allows you to claim for multiple tax years, to do this you need to complete the full details on each column, A, B, C, D or E. Please enter the tax year ending date, for example 'Year ending 5 April 2021'. This will continue throughout the form on the separate pages.

You are able to claim for expenses relating to different employments within the same tax year. To do this you should enter the expenses for each individual employment on separate columns. Please note the total claim for each tax year must still be less than £2,500.

Record the full employment details for the current tax year and up to the last 4 completed tax years. To avoid delays in processing your form, complete every box that is appropriate to your claim, and try not to write outside of the box provided. If you are claiming for more than one year for the same employment, you only need to enter the employment on the first year claimed.

If you need to use additional columns, please use a separate form.

3 Flat rate expenses

Flat rate expenses are claimed by individuals who incur expenditure on the maintenance, repair or replacement of work equipment and specialist clothing. These are agreed with the trade unions and are intended to represent the average annual expense incurred by employees.

Flat rate expenses are an alternative to claiming actual expenditure and there is no need to keep records, receipts or make annual claims.

Fill in 'Other expenses' section if you want to claim more than the flat rate expense - you'll need to keep records and receipts. If your employer reimburses any costs, this should be deducted from the allowable rate.

For more information about the allowance rates for each industry, go to www.gov.uk/tax-relief-for-employees/uniforms-work-clothing-and-tools

4 Subscriptions to professional bodies

Complete this section if you had to pay fees to carry on your profession or paid subscriptions to professional bodies related to your work. For more information, go to www.gov.uk/tax-relief-for-employees/professional-fees-and-subscriptions where you can find the list of approved professional organisations.

5 Mileage allowance

You can request tax relief for expenses if you use your own car, van or motorcycle for business mileage.

You cannot claim for miles travelled between your home and a permanent workplace. Most people only have one place where they go to work, that place is their permanent workplace, this is the case even if the employment is casual or temporary.

You cannot use this section to claim for miles travelled in a company vehicle - see 'Other expenses' section.

Kind of Vehicle	Rate
Car or van	45p per mile for the first 10,000 business miles 25p per mile after the first 10,000 business miles
Motorcycle	24p per mile (all business miles)
Cycle	20p per mile (all business miles)

Please note:

- if your employer pays mileage allowance payments to you which are more than the rates shown in the table above, you will be liable to tax on the excess
- expenses directly connected to a business journey such as parking or tolls should be included in 'Other expenses' section – these costs cannot be claimed if they are incurred during ordinary commuting to your normal workplace
- for definitions of
 - 'business mileage' go to www.gov.uk/tax-relief-for-employees/business-mileage-fuel-costs
 - 'ordinary commuting' and 'permanent workplace' go to www.gov.uk/tax-relief-for-employees/travel-and-overnight-expenses
- you should keep records of your business mileage, including locations of journeys undertaken, distances travelled and the total amount of mileage allowance payments you've received

Expenses repaid to you

If your employer or any other person paid back any expenses, enter the amounts paid to you in the box 'Amount repaid to you' in each section. If this is zero you must attach your mileage logs to this claim when you submit it.

6 Hotel and meal expenses

Accommodation, meals and business phone calls in hotels may be allowable, but newspapers, bar bills, personal phone calls and laundry will not be. You must keep records and receipts.

Amount you have spent on hotels and meals on business trips

Provide the date (or number of stays if greater than one), location of your stay and amount you spent. For frequent business trips give the total amounts spent for the year.

7 Other expenses

Complete this section if you have incurred any other allowable expenses in your employment excluding business entertainment. For details of allowable expenses, go to www.gov.uk/tax-relief-for-employees

Company vehicles

If you pay for fuel whilst using a company vehicle for business journeys you can claim for the actual cost of business fuel but only if any amount reimbursed by your employer is less than your actual business fuel cost. The calculation of your claim must use your actual fuel costs and not any set mileage rates published by us or any other organisation. Please attach a summary of your calculation with any claim.

The mileage rates in the section 'Mileage allowance' are designed to cover the total cost of using your own vehicle; you cannot claim any further general motor expenses such as MOT and tyres.

8 Amount repaid to you by your employer

If you received expense allowances from your employer, please enter the individual expenses in the expenses section.

For example, other expense for working from home:

- £60 claimed
- £30 paid by employer

therefore total expense you are claiming from HMRC will be £30.

9 Total expenses

In this section please work out the total amount of expenses you are claiming per tax year. To do this you will need to calculate the total allowance if claiming for more than one expense type. The net allowable expense that you are claiming for the year is a combination of box 3.1 + box 4.4 + box 5.13 + box 6.7 + box 7.4 minus box 8.2.

If the amount for each tax year is less than £2,500 fill in Section 10 and sign the declaration at Section 11.

If the amount is £2,500 or more, you need to fill in a Self Assessment tax return. See Section 2 if you are claiming for multiple employments, as the total claimed for that tax year will be a combination of all employments in one year.

10 How you want to be paid

When we've worked out any repayment due to you, we will send you a cheque. We can send this direct to you at your home address or to your nominee's address. The cheque can only be paid into an account held in your name or your nominee's.

Repayments cannot be made by the Bacs (Bankers Automated Clearing Service).

Your rights and obligations

HMRC Charter explains what you can expect from us and what we expect from you. For more information, go to www.gov.uk/government/publications/hmrc-charter