

# Accountancy Today Expense Guide



You can only claim expenses that are wholly applicable to the running of your business. Proof of these expenses e.g receipts, should be kept with yourself, these are needed in cases where HMRC request proof of your company's expenditure.

- ❖ **Mileage** - For any work-related journeys, you cannot claim for petrol, or any vehicle related costs e.g. MOT, repairs  
Other than in very exceptional circumstances it is NOT sensible or tax effective for your company to own and provide you with a car. The best alternative is for you to own and run your vehicle personally and to then charge your company for the business miles that you undertake in your car on your company's behalf. You are required to keep a log with your starting and finishing points of your journey. The HMRC approved rates, which are tax free are:
  - Cars and Vans – 45p for first 10,000 miles, 25p for any miles after that
  - Motorbike – 25p per mile
  - Bicycle – 20p per mile
  
- ❖ **Food**
  - You can claim £5.00 for unusual early start for a shift if your shift begins before 6am. This does not apply if your shift always begins before 6am.
  - If your shift is 5 hours and below, you can claim £5.00 for 1 meal.
  - For a shift between 5 hours and 10 hours you can claim £10.00 for 2 Meals (not the 1 Meal and 2 Meals).
  - You can claim £15.00 for unusual late finish if your shift ends after 8pm. This does not apply if your shift always ends after 8pm.
  
- ❖ **Receipted Claims** - For anything listed in Receipted Claims you will need to email us a receipt/invoice. We will be unable to claim the expense for you without this.
  
- ❖ **Non-receipted Claims** - You do not need to provide a receipt for these expenses.