

Guide to Allowable Expenses

As long as the expense is incurred wholly and exclusively for business purposes then it is an allowable expense.

Mileage Claims

You can claim 40p per mile for cars up to 10,000 miles and 25p thereafter, 24p per mile all motorcycles and 20p per mile all bicycles for all business related travel. You can also claim 5p per passenger.

Other Travel

Travel to clients' premises by bus, taxi, tram, train or coach are allowable expenses. Flights and other overseas travel must be pre approved.

Equipment and Protective Clothing

Any equipment necessary for the performance of an employee's duties can be claimed.

Car Hire and Parking

Parking costs can be claimed if in relation to business. Short term car hire is also allowable but may need apportioning for private use.

Telephones

Home and mobile calls incurred for business are reclaimable.

Postage and Stationery

Postage, stationery, books and journals may be claimed.

Hotels and Food

Provided these are incurred for business purposes are allowable. Entertaining costs even to clients are not permissible.

Professional Subscriptions and Courses

You can claim the annual subscriptions paid to certain approved professional bodies or societies. You may also claim certain training course costs.

19-20 Bourne Court, Southend Road,
Woodford Green, Essex, IG8 8HD

Tel: (020) 8551 7200

Fax: (020) 8551 0912

Email: info@raffingers-stuart.co.uk

www.raffingers-stuart.co.uk

We help businesses

Grow