



### How to Complete Your Expense Claim Form

Description	Explanation
<b>SPREADSHEET</b>	The spreadsheet is formulated – <b>COMPLETE THE YELLOW BOXES ONLY</b>
<b>Contract Currency</b>	Use the drop down box to select the currency as per your contract.
<b>VAT Registered</b>	Use the drop down box to select if you are VAT registered or not. <u>Your selection will formulate the spreadsheet to the correct calculations so it is extremely important that you use the correct flag.</u>
<b>Contractor Name</b>	Print First Name and Surname.
<b>Ltd Company Name</b>	The name of your Limited Company
<b>Client's Company Name</b>	Print the full company name of client or end-client as shown on your contract schedule
<b>Week / Month ending</b>	Print the last day of the week / month for the period you are claiming for.
<b>VAT No</b>	Your VAT Number is required if you are VAT Registered
<b>Item No</b>	Number your receipts as 1,2,3,4, etc and record the numbers with the details of the receipt on the expense claim form.
<b>Claim Date</b>	The date when the expense occurred. Normally matches the date on the receipts
<b>Details</b>	Full description of the expense. For example; Hotel name or Travel destination/method.
<b>VAT Receipt Y/N</b>	For VAT-able items with valid VAT receipts state 'Y' in this box. The VAT amount will be automatically entered in the VAT 17.5% column State 'N' for all other items
<b>Other</b>	If the claim is for an expense not listed.
<b>Accommodation</b>	Hotel
<b>Travel</b>	Travel details for example; Air, Train, Bus, Boat/Ship information. And amount of the expense.
<b>Mileage</b>	The authorised use of your motor vehicle for business purposes if agreed in your contract Number of miles x agreed rate = Mileage

Description	Explanation
<b>Net</b>	The amount excluding any UK VAT element included in the expense
<b>VAT @ 17.5%</b>	The UK VAT element of the expense you are claiming
<b>Total</b>	The total amount payable including VAT if registered
<b>Contractor Signature</b>	<u>Print name:</u> Initials and Surname (for an eligible confirmation for the Contractor's Signature) <u>Signature:</u> Employee's Signature <u>Date:</u> When claim form was completed by employee
<b>Client Signature</b>	<u>Print name:</u> Initials and Surname <u>Signature:</u> Client's Signature (authorisation) <u>Date:</u> When Client has authorised document

### Receipts required

Each expense claim submitted must be accompanied by copies of receipts for all receiptable items. Payments cannot be made for missing receipts.

We would like to receive multiple receipts as follows;

- Receipts smaller than A4 size (i.e. train tickets) must be copied onto A4 size paper; more than one receipt can be copied onto this sheet.
- Receipts must be numbered so they match the ITEM No. on the expense claim form. This enables us to quickly identify any errors that we may need to inform the Contractor about.
- If you provide original receipts we will send them back to you, as you may require them for your own records.
- Copies of the receipts must be clear and show a description and amount for each claim.

We also require client approval / authorisation for the total amount being submitted. This can be provided in either of the following ways:

- The expense claim form can be authorised before it is submitted to Square One.
- An e-mail from the client listing full description and total amount and stating that the e-mail is authorisation for expenses as set out.