

Expenses

**Expenses incurred for business purposes.
Send in receipts and / or give amounts you are claiming.**

Hotels and accommodation - *only for working away from home*

£

Meals - *only whilst lodging away*

£

Fares - *public transport, taxis etc*

£

Parking and toll fees

£

Protective clothing - *only specialist clothing, no jeans, t-shirts etc*

Boots £

Gloves £

Other £

Hard Hats £

High Vis £

Overalls £

Safety glasses £

Purchase or hiring of tools - *detail the items bought*

£

Telephone

monthly contract amount £

% business use

Training

£

Professional fees / subscriptions - *i.e. trade union or professional body*

£

Public liability insurance

£

Other costs - *please specify*

£