EMPLOYEE EXPENSES CLAIM FORM

Receipted costs, business mileage at HMRC's approved rates (2026/27) and meal allowances at the benchmark scale rates. Yellow cells are inputs; every amount and total is a formula.

Employee:	Sam Taylor	**Period from:**	01/11/2026
Payroll no.:	E-0142	**Period to:**	30/11/2026
Department:	Sales, North	**Car miles claimed earlier this tax year:**	9,900
Approver:	R. Patel	**Car rate above 10,000 miles:**	£0.25

A. Costs with a receipt

Date	What and the business reason	Category	Net (£)	VAT (£)	Total (£)	Receipt (Y)
03/11/2026	Return rail fare Leeds to London, client meeting	Travel fares	£86.40	£0.00	£86.40	Y
03/11/2026	Hotel, one night, London client meeting	Hotel	£120.00	£24.00	£144.00	Y
18/11/2026	Car park, York site survey	Parking and tolls	£8.33	£1.67	£10.00	Y
					£0.00	
					£0.00	
					£0.00	
					£0.00	
					£0.00	
Total A			**£214.73**	**£25.67**	**£240.40**	

B. Business mileage in your own vehicle

Date	From, to and the business reason	Vehicle	Miles	Car miles to date	Amount (£)	
18/11/2026	Leeds office to York site survey and back	Car or van	60	9,960	£33.00	
25/11/2026	Leeds office to Manchester client, return	Car or van	88	10,048	£34.00	
26/11/2026	Office to Leeds bank branch and back	Bicycle	6		£1.20	
					£0.00	
					£0.00	
					£0.00	
Total B			**154**		**£68.20**	

C. Meal allowances on qualifying business journeys (benchmark scale rates)

Date	Journey and business reason	Hours of travel	Still travelling at 8pm (Y)	Tax-free maximum (£)	Claimed (£)	Taxable excess (£)
03/11/2026	London client meeting, left 06:30	16.0	Y	£25.00	£25.00	£0.00
18/11/2026	York site survey	11.0		£10.00	£10.00	£0.00
25/11/2026	Manchester client, back at 20:30	6.0	Y	£15.00	£12.00	£0.00
				£0.00		£0.00
				£0.00		£0.00
Total C					**£47.00**	**£0.00**

Total claim (A + B + C)	**£355.60**
Less: advance already paid	**£0.00**
Amount due to the employee	**£355.60**
Of which above the meal benchmark (taxable unless otherwise exempt)	**£0.00**

I confirm these costs were incurred on the employer's business, are not claimed elsewhere and the receipts are attached.

	Name	Signature	Date
Employee			
Approved by			
Paid on			

Mileage: 55p a mile for the first 10,000 car or van miles in the tax year, then 25p in 2026/27 (35p announced from 6 April 2027); motorcycles 24p, bicycles 20p. Meals: £5 for 5 hours, £10 for 10 hours, £25 for 15 hours still travelling at 8pm, plus up to £10 when a £5 or £10 allowance is paid and travel is ongoing at 8pm (SI 2015/1948 reg 2). Commuting is not business travel.

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