

Purpose

The expenses policy provides guidelines and establishes procedures for employees incurring travel and related expenses whilst on company business.

Employee's have an overarching contract which allows their various assignments to be treated as temporary work places. This is on the provision that it is their intention to undertake various assignments for the company.

If the intention is only to do a single assignment or the intentions change on a future assignment, the work place will be deemed as permanent and no expenses for travel can be claimed.

Scope

This policy covers all employees of Sterling Solutions Umbrella Limited. However, before expenses can be claimed, employees must pass an assessment at the start of their assignment to determine whether they are eligible to claim expenses.

Expense Policy Objectives

The expense policy objectives are to:

- Provide regular reimbursements to employees
- Control costs
- Prevent fraud
- Ensure that the Company complies with its tax and legal obligations

The principle area of law relates to income Tax. Under the general tax law, expense payments rank as taxable remuneration. A taxpayer may claim a deduction for expenses incurred wholly, exclusively and necessarily in the performance of duties of their employment.

It is every employees' responsibility to ensure that costs are controlled and that expenses cannot be deemed to be extravagant. To set firm limits for every eventuality will always be difficult and will never suit every occasion or circumstance for expense reimbursement, therefore some guidelines have been added to the policy by way of support.

Who can claim?

Employees who pass SDC or multisite assessments can claim back expenses related to mileage that are incurred wholly, exclusively and necessarily in the performance of duties on assignments when working at a temporary workplace for Sterling.

A temporary workplace is deemed as a place where an employee carries out a short term assignment lasting less than 24 months on one site. An employee's workplace will be deemed as a permanent workplace if they work or anticipate working at the same site continuously for more than 24 months, or intend to spend more than 40% of their time here. A change in workplace is also warranted if the journey between workplaces is significantly different.

Submitting Expenses

In order for expenses to be processed, expense claim and receipts need to be submitted online at least 48 hours prior to payment being processed. The simplest way to do this is on the Sterling mobile app which can be downloaded via the app store or Google Play.

Expenses can also be submitted on the website www.thesterlinggroup.co.uk/portal or alternatively, a completed paper expense form with original VAT receipts can be sent by post to Sterling Umbrella.

Required receipts

Sterling Umbrella requires sight of the original VAT receipts that detail the goods/services purchased and method of payment to ensure that every claim an employee makes is legitimate. Credit/debit card statements or receipts cannot be accepted.

Fuel receipts should be no older than 2 months as this gives ample time for an expense claim to be made for mileage incurred, which the receipt is verifying.

Processing claims

To ensure that claims are processed quickly and accurately employees must;

- Complete all relevant sections on the expense form.
- Include copies of original VAT receipts for all items if claiming online and original receipts if claiming by post.
- Complete all details on the mileage section (e.g. car details, destination postcodes, dates of journey, worksite and fuel type), if applicable.
- Sign and date the declaration if claiming by post.
- Ensure online claims are completed 48 hours prior to payday, or post the forms to reach Sterling Umbrella 48 hours prior to payday. Expense forms that arrive later than required may not be processed for payment until the following week.

Reimbursement Options

If employees pass the assessment and are eligible to claim business related expenses, they will be set to mileage only and will have access to claim this via our online portal.

Mileage Only

Mileage will be paid at the relevant rate and validated against VAT fuel receipts submitted. There is no limit to what can be claimed providing all mileage is work related.

Non-Mileage Claims

Any non-mileage expenses may potentially be claimed from HMRC via a P87 form or on a Self-Assessment Tax Return, subject to not being under Supervision, Direction or Control. Please ensure you retain any receipts that may be required.

Non-mileage expenses may include

- Accommodation
- Evening Meals
- Public Transport or travel costs
- Tools/PPE
- Any additional work-related expense

Client Rechargeable Expenses

The end client may reimburse you expenses relating to your assignment along with the hours and rates to be paid. The same assessment process needs to be completed and a rechargeable claim form be submitted along with receipts for this to be reimbursed tax free. Please contact us on 01925 626200 to make further enquiries.

What can be claimed?

The expense list below can be claimed when working at a temporary workplace

Mileage

Mileage between a workplace and home or lodgings can be claimed on various types of transport including any motor vehicle and bicycle.	Miles Travelled	
	0 - 10,000	10,001+
MOTOR VEHICLE	45p per mile	25p per mile
MOTOR CYCLE	24p per mile	24p per mile
BICYCLE	20p per mile	20p per mile

Mileage allowance for cars and vans is paid at a higher rate for the first 10,000 miles travelled and at a lower rate above 10,000 miles. This is currently 45p per mile and 25p per mile.

Mileage claims: receipts required

To claim for mileage original VAT fuel receipts must be provided and be sufficient to validate the number of miles claimed. See <https://www.gov.uk/guidance/advisory-fuel-rates> for guidance on mileage claims which are updated each quarter.

The Advisory Electricity Rate for fully electric cars is 8 pence per mile. Electricity is not a fuel for car fuel benefit purposes and we will require the logbook to identify the vehicle as electric.

The employee should apply satellite navigation tools provided along with common sense when travelling to ensure the most cost-effective route is travelled to keep the travel cost to a minimum.

Sterling Umbrella use route planning software to calculate the miles to be processed, should you have made a diversion please call our Customer Service team on 01925 626 200 to discuss this further.

HMRC usually review mileage rates quarterly in any one year. These will be updated on the Sterling website accordingly.

Fuel cards cannot be accepted.

Hire vehicles will be paid at the above fuel rate.

The employee is responsible for maintaining their car insurance to include business use.

Illegitimate mileage claims will be treated seriously and will result in disciplinary action.