

**SMS Driving Force Ltd - Expenses Claim form**

Please send direct to Payroll Processing Team, 12 Romney Place, Maidstone, ME15 6LE

Employee Name
Home postcode
Week Ending Saturday

**MEAL ALLOWANCES**

Day	Customer	Depot	Hours worked in day	Time you left home	Time you arrived home	Meals Allowances - We do not need receipts but you must have incurred a genuine expense, packed lunch is not allowable <i>Tick to claim, only one allow per day</i>	Total claim for day £
SUNDAY						5 hour meal allowance, £5 <input type="checkbox"/> 10 hour meal allowance, £10 <input type="checkbox"/>	
MONDAY						5 hour meal allowance, £5 <input type="checkbox"/> 10 hour meal allowance, £10 <input type="checkbox"/>	
TUESDAY						5 hour meal allowance, £5 <input type="checkbox"/> 10 hour meal allowance, £10 <input type="checkbox"/>	
WEDNESDAY						5 hour meal allowance, £5 <input type="checkbox"/> 10 hour meal allowance, £10 <input type="checkbox"/>	
THURSDAY						5 hour meal allowance, £5 <input type="checkbox"/> 10 hour meal allowance, £10 <input type="checkbox"/>	
FRIDAY						5 hour meal allowance, £5 <input type="checkbox"/> 10 hour meal allowance, £10 <input type="checkbox"/>	
SATURDAY						5 hour meal allowance, £5 <input type="checkbox"/> 10 hour meal allowance, £10 <input type="checkbox"/>	
<b>Total</b>							£

**OTHER EXPENSES**

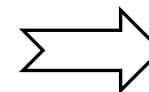
Date	Description	Amount
<b>Total</b>		£

Tick receipt attached

I confirm that the information given about is correct. I confirm that for any round sum meal allowances claimed I have incurred an actual subsistence expenses for a meal, which is defined as a combination of food and a drink, a packed lunch is not allowable as a meal. I confirm that all expenses claimed have been incurred wholly, necessarily and exclusively in the course of my employment.

I am permanently employed by SMS Driving Force Limited and I have not and do not expect to be attending any of the depots detailed above for a continuous period in excess of six months. I consider my home address to be by permanent workplace.

**SIGN HERE**



**EXCEPTIONAL BREAKFAST AND EVENING MEAL ALLOWANCE**

For a **breakfast allowance of £5** to be claimed the employee must leave home before 6am. The allowance is for **irregular early starts** and is not claimable for employees who regularly work early shifts.

An **evening meal allowance of £15** may be claimed by an employee who finishes their work after 8pm and needs to buy an evening meal that they would ordinarily have had at home. This allowance is for irregular late finishes and is not claimable for employees who regularly work early shifts.

If you think that you are entitled to either an early start or late finish allowance for any day this week please state the date, amount and reason why the shift was irregular in the box below.