



# MAD ABOUT BOOK-KEEPING

## EMPLOYMENT ALLOWANCES

Most employers will pay expenses to their employees for costs incurred during their normal working activities. However if they don't or the amount they pay is under the rates given below, you can claim the difference from HMRC. If the total expenses claimed are under £2,500 per annum you can claim via a form P87. If your employment expenses are over 2,500 per annum you will need to complete a self assessment tax return.

## MILEAGE ALLOWANCES

If you use your own vehicle for business, you can claim mileage expenses. You cannot claim for mileage between home and a permanent place of work.

From 2011 to date	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

## WORKING FROM HOME

You can get tax back on some of the bills you have to pay because you have to work at home on a regular basis.

You can only claim for things to do with your work i.e. business telephone calls or the extra cost of gas and electricity for your work area.

You don't need to provide records for claims of up to £4 per week (£18 per month). For claims over £4 per week you'll need to provide evidence of what you've spent.

## TRAVEL & SUBSISTENCE

If you have to travel for your work can claim tax relief on the cost of food or overnight expenses.

Other expenses you can claim tax relief on from your business journey include:

- public transport costs
- hotel accommodation if you have to stay overnight
- food and drink

- congestion charges and tolls
- parking fees
- business phone calls

### **PROFESSIONAL FEES & SUBSCRIPTIONS**

You can reclaim tax on fees or subscriptions you pay to some HMRC approved professional organisations. The membership must be relevant or helpful for the work you do.

### **SMALL TOOLS AND EQUIPMENT**

You may be able to claim tax relief on the cost of:

- buying, repairing or replacing small tools you need to do your job, eg scissors or an electric drill
- cleaning, repairing or replacing specialist clothing, eg a uniform or safety boots

You can't claim relief on the initial cost of buying work clothing.