

### **Travel Expenses**

Any money spends on train travel; air travel, bus travel or public transport can be claimed as an expense if in relation To business. You should claim actual expenditure. For example you travel to your client place from your home then his travel is your business travel and you can claim. On the other hand if you travel to your friends place for leisure from our home or clients place then this is not business expenditure and you should not claim.

### **Petrol Expenses**

All the money paid for petrol in relation to your business should be claimed. For example if you use your car for travel to your temporary workplace (which is your place of assignment) or client place then the petrol for that travel can be claimed as business expense. However there can be some confusion if you are using your car for personal and business purpose both. In that instance we suggest that you determine your percentage of business and personal use and accordingly claim that percentage of total petrol expense. Example: Mr S spends £200 on petrol for the month. He uses 80% for business and rest for personal. In this case Mr S should claim £160.

### **Car Mileage**

If you are using your own car we will recommend claiming mileage allowance rather claiming petrol. If you are claiming mileage then you should not pay for petrol and repairs and maintenance from company account. You can claim 40p per mile for first 10000 miles and then 25p after 10000 mile onwards. We suggest that you keep car logbook for good record keeping.

### **Repairs and maintenance of Car**

If you are spending on car repairs then you can claim business portion as expenses. For example Mr S spends £200 on Car Repairs and 80% is business use then he can claim £160 as an expense. Please note that you should not claim repairs and maintenance as expense if you are claiming mileage allowances.

### **Food and Eating out Expenses**

This is the money you spend on lunch and food while you are on business. You can claim up to any amount as long as it is business expense supported by receipts. If you do not have receipts you can claim up to £9/day.

### **Office Rent Expenses**

You should claim any amount you are paying for business premises. If you working from home then you should determine the percentage use of property for business purpose. Accordingly if this is rental property claim the business percentage of rent paid as rent expense. If the property is mortgaged then claim the interest portion of the business use as rent expense. We suggest you to take advice for mortgage property with your accountant as it can have capital gains tax implication when you sell your home.

### **Training and Development expense**

These are costs of any courses, conferences, seminars or any other training in relation to your work. Dns Associates –

### **Wages**

Any wages paid to people employed in your business can be claimed. If you are a contractor then wages withdrawn by you can be claimed as expenses. We suggest standard wages of £450 per month should be claimed for tax advantages.

### **Wages Secretary or spouse**

If your accountant has advised you then you should pay wages to your wife or secretary for tax advantages and claim this as an expense.

### **Money paid to Subcontractor**

If you have employed the services of subcontractor and you have made the payments to them. This can be claimed as an expense.

### **Professional Indemnity Insurance and Employers Liability Insurance**

Any money spend on Insurance in relation to business can be claimed. Computers and Accessories expenses If you have bought any computers or accessories for your business then this can be claimed as expense.

### **Printing and stationery expenses**

Please claim the money spent on the paper, cartridge and stationery spend.

### **Telephone, fax and Internet Expenses**

I would suggest you decide the percentage of business use for your mobile phone. On that percentage basis claim the value. If your business use is 50% and your mobile phone bill is £50 then you should claim £25 as expense. Regarding your landline expense you should allocate the business use and enter the value from total bill. Same principle should be applied for Broadband and Internet.

### **Postage and courier expenses**

All the money spends on post and courier in relation to business should be claimed.

### **Taxi and Cab Expenses**

If you paid money to taxi and cab for the travels in relation to your business then you should claim this as expense.

### **Solicitor Expenses**

If you have paid money to solicitor in relation to business then you can claim the money spent.

### **Accountant's fees**

All the money to your accountant for the company accounts should be claimed.

### **Support Service Costs**

If you are paying money for support you are taking in relation to your contract then you can claim the expense.

### **Clothes**

If you have spend money on clothes which you need as a part of your job then you claim the expense. For example doctor needs white coat for his job and he specifically bought white coat for job purpose and that can only be wear during work time. This can be claimed as an expense. However if you bought trousers and shirts to wear for your business but you can still wear them even when you are not working then you cannot claim those expenses.

### **Any other expenses**

The Logic is that any other expense spend for the business can be claimed and therefore help us save the tax.

