

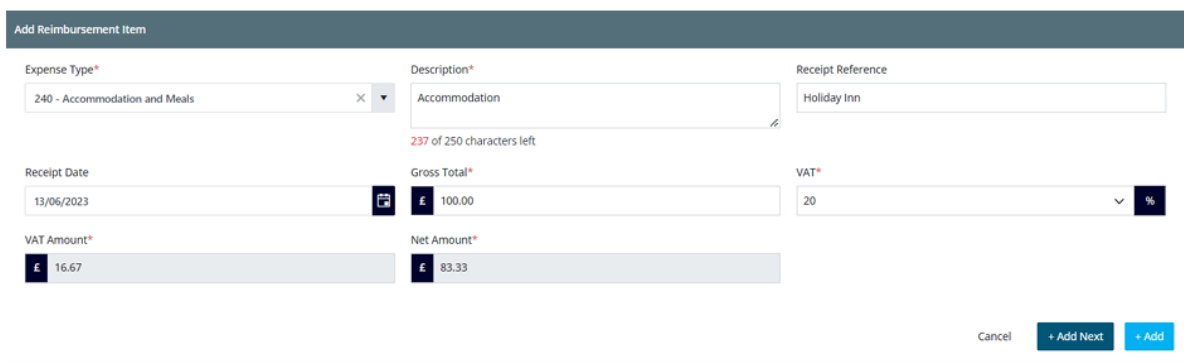
EXPENSE HEADINGS BREAKDOWN

1. Accommodation and Meals

Hotel and reimbursed meal expenses whilst out on assignment

How to submit your claim:

- Select "Accommodation and Meals" as the expense type.
- Complete all required fields, including "Gross Total."
- Use the itemised receipt you provide as a guide for the correct VAT treatment.
- Card receipts are not acceptable as proof of purchase because they lack the required details.



The screenshot shows the 'Add Reimbursement Item' form. It includes the following fields and values:

Expense Type*	Description*	Receipt Reference
240 - Accommodation and Meals	Accommodation <small>237 of 250 characters left</small>	Holiday Inn
Receipt Date	Gross Total*	VAT*
13/06/2023	£ 100.00	20 %
VAT Amount*	Net Amount*	
£ 16.67	£ 83.33	

Buttons at the bottom right: Cancel, + Add Next, + Add.

Important rules for meal claims:

- This category can only be used for meals reimbursed to you by the end client.
- You must provide confirmation that the meals will be reimbursed in order for us to approve the claim.
- If you want to claim tax relief on meals that are *not* being reimbursed, please refer to the "Subsistence" page instead.

Submitting hotel and meal claims:

- If claiming for both a hotel stay and a reimbursed meal, please submit two separate claims.

If you have any questions, please email: support@sapphireorg.co.uk

2. Subsistence

Food and drink whilst on assignment

How to submit your claim:

- Select **"Subsistence"** as the expense type.
- Complete all required fields, including the **number of hours** you were out of the house (including travel).
- The option you select will determine the **scale-rate subsistence allowance** you are able to claim.



Select Subsistence Scale Rates

- Select Subsistence Scale Rates
- 5 Hours or more
- 5 Hours or more and ongoing at 8pm
- 10 Hours or more
- 10 Hours or more and ongoing at 8pm
- 15 Hours or more and ongoing at 8pm

- VAT will automatically be set to **Exempt**.
- Ensure you complete the **"Receipt Date"** field.
- One claim **per day**, with one **corresponding itemised receipt**.
- We cannot accept **one receipt for multiple claims** or **multiple receipts with the same date** for separate claims.

Important rules for Subsistence claims:

- **"Ongoing at 8pm"** claims are for **one-off situations only**, such as staying late for a meeting or unexpected overtime.
- Sufficient **evidence** is required for any "ongoing at 8pm" claim; otherwise, the claim must be rejected.
- **Night shifts** are **not** a valid reason to select "ongoing at 8pm"—use the **standard daily amount** instead.
- **"15 hours or more & ongoing at 8pm"** claims must be submitted **alongside an accommodation claim**.

Incorrect scale rate:

- If an incorrect scale-rate option is selected, we will contact you before making any changes.

Expense Type*	Subsistence Scale Rates*	Number Of Days*
239 - Subsistence	10 Hours or more	1.00
Description*	Receipt Reference	Receipt Date
Subsistence 06/06/2023	Tesco	06/06/2023
228 of 250 characters left		
Gross Total*	VAT*	VAT Amount*
£ 10.00	Exempt	£ Exempt
Net Amount*		
£ 10.00		

[Cancel](#)
[+ Add Next](#)
[+ Add](#)

If you have any questions, please email: support@sapphireorg.co.uk

3. Mileage

For mileage to and from work, or site-to-site travel

How to submit your claim:

- Select "Mileage" as the expense type.
- You will be asked to enter your vehicle details, which will then be saved for future claims.
- To calculate your mileage, enter your origin and destination postcodes, select the number of trips, click Search to generate the mileage, and then click OK to attach it to your claim.

Origin*	To	Destination*	
SK93HW		M113FF	Search
<input checked="" type="checkbox"/> Round Trip		Number Of Trips* 2	

Found Miles: 50

- Ensure "I have a mileage receipt" is ticked. This sets the correct VAT rate for your claim.
- Complete all remaining fields as required. Claims submitted without VAT included must be rejected.
- Ensure "Next occurrence" is NOT selected, as claims cannot be accepted with this box ticked.

[Manage Vehicles](#)

Number Of Miles*

[Find Mileage](#)

I Have A Mileage Receipt ☒

Additional Passengers

Car Engine Type And Size*

Petrol - 1401cc to 2000cc

Description*

206 of 250 characters left

Receipt Reference

Receipt Date

Gross Total*

£ 22.50

VAT*

Custom %

VAT Amount*

£ 1.25

Net Amount*

£ 21.25

[Cancel](#)
[+ Add Next](#)
[+ Add](#)

Important rules for mileage claims:

- A corresponding fuel receipt must be attached to each claim.
- The VAT amount on the claim must match the VAT shown on the fuel receipt, or the claim cannot be approved.
- Fuel receipts are not required for electric cars or motorbikes.

If you have any questions, please email: support@sapphireorg.co.uk

4. Other Travel

You may use this category for the following types of transport expenses:

Expense Type*

Description*

237 of 250 characters left

Receipt Reference

Receipt Date

Gross Total*

£ 45.00

VAT*

0 %

VAT Amount*

£ 0.00

Net Amount*

£ 45.00

[Cancel](#)
[+ Add Next](#)
[+ Add](#)

- Bus
- Taxi
- Train
- Parking
- Hire car

- Hire-car fuel
- Flights
- Ferry

Upload the **correct receipt for each individual claim** you make.

Example:

If you claim *3 x parking at £5.50*, you must attach **three separate receipts**.

If you have any questions, please email: support@sapphireorg.co.uk

5. Tangible Subscriptions

'Goods' being reimbursed by the end client

How to submit your claim:

You may use this category for physical items purchased for work, for example:

- Work tools
- Boots / protective clothing
- Qualifications (where applicable)

Expense Type*	Description*	Receipt Reference
230 - Tangible Subscriptions (Goods)	THIS CLAIM IS BEING REIMBURSED BY THE END CLIENT <small>202 of 250 characters left</small>	TRAINING COURSE
Receipt Date	Gross Total*	VAT*
06/06/2023	£ 100.00	0 %
VAT Amount*	Net Amount*	
£ 0.00	£ 100.00	

[Cancel](#) [+ Add Next](#) [+ Add](#)

These items must be reimbursed by the end client for the claim to be approved.

To prevent delays, please clearly state in the description field whether the items are being reimbursed by the client.

Important rules for Tangible Subscription claims:

- Claims submitted under the heading **"contractor billable expenses"** cannot be accepted.
- We are required to reject any claims submitted using that heading, and you will be asked to resubmit them correctly.