

Expenses Policy

1. Introduction

During your employment with Parasol Limited you may incur expenses whilst working on assignments. For the purposes of this Policy, there are two categories of expense claims: those that the end client or recruitment business have agreed to reimburse ("Client Billable Expenses") and mileage that is reimbursed by Parasol as described below ("Mileage").

This Policy provides guidelines on claiming these expenses and outlines your obligations.

You cannot claim for any expenses that you incurred before you became a Parasol employee or following the termination of your employment. All expenses must be approved and reimbursed prior to the termination of your employment with Parasol; no expenses will be reimbursed after your final salary payment. Expenses can only be claimed during periods you are working on an assignment.

Please note that it is not our policy for Parasol to reimburse working from home expenses and costs, including office equipment or costs relating to office space.

You are required to upload scans or photos of receipts (VAT receipts in the case of mileage) and attach them to your claim through MyParasol. Alternatively, you can scan and email copies to us. Where applicable, we may at our discretion require you to provide further supporting documentation to support your claims.

CLIENT BILLABLE EXPENSES

The recruitment business or end client may agree to pay for certain expenses you incur. We refer to these as "Client Billable Expenses".

Before you submit any Client Billable Expense claims, you should have written confirmation from the recruitment business or end client that they will reimburse specific types of expense claims to Parasol.

Client Billable Expenses are subject to the same HMRC rules and regulations as any other expense claim; this includes adherence to Section 2, Allowable Claims. Claims relating to Commute Expenses (please see definition in Section 2, Allowable Claims) are not allowable where any of the following applies: you are under the supervision, direction or control ("SDC") (or the right of SDC); the workplace would not be considered a temporary workplace; or, the end client has determined that your assignment falls inside IR35.

If the expense is not allowable, the Client Billable Expense will be treated as Parasol's income and distributed to you in accordance with your employment contract. Parasol's decision on this matter will be final.

MILEAGE

Mileage expenses can be reimbursed by Parasol with no deductions for tax and National Insurance Contributions (NICs) in accordance with this Policy. The monetary value of the expense is paid to you from the invoice value Parasol receives for the services Parasol provides in supplying you to work for our clients. You may be required to supply milometer images to evidence your mileage therefore, we recommend each week, you record your milometer mileage via image at the start and end of the week.

2. Allowable Claims

The types of expenses that can be claimed and paid to you without deduction of tax and NICs must be in accordance with HMRC rules, regulations and this Policy. All expenses must have been incurred by you wholly, exclusively and necessarily in the performance of your duties as a Parasol employee.

We will also, where applicable, need to consider whether you work under the [supervision, direction or control \(SDC\)](#) of any person in the supply chain.

If you are subject to (or the right of) SDC, you are not permitted to make any claim that relates to your home to workplace(s) or workplace(s) to home journey, mileage, any subsistence, any accommodation expenses or any other associated expenditure relates to the travel ("Commute Expenses").

In addition, you cannot submit any claims in respect of Commute Expenses if:

- Your first assignment with Parasol is the only assignment you expect to complete as a Parasol employee; or
- You believe your current assignment is the last assignment you will perform for Parasol; or
- You have worked or know you will be working for 24 months or more at the same workplace; or
- You have spent, or are likely to spend, 40% or more of your working time at a workplace(s) over a period that lasts, or is likely to last, more than 24 months; or
- For any other reason the workplace is not considered a temporary workplace; or
- The end client has assessed your IR35 status and determined your assignment falls within IR35; or
- You do not hold the appropriate license(s) and insurance(s) that covers business use to drive any vehicle, as applicable.

3. Mileage Rates - Business mileage in cars, vans, motorcycles or bicycles.

If you qualify you may claim the following mileage rates:

	First 10,000 miles per tax year	Mileage over 10,000 miles per tax year
Cars & vans	45p per mile	25p per mile
Motorbike	24p per mile	24p per mile
Cycle	20p per mile	20p per mile

PROCESSING CLAIMS

4. How to claim

Claims for mileage must be claimed online via My Parasol. Claims for Client Billable expenses must be submitted by completing a Client Billable claim form and submitting to expenses@parasolgroup.co.uk

4.1 Uploading receipts to MyParasol

In respect of Mileage, you can upload pictures or scanned versions of your receipts to MyParasol. If you are logged into MyParasol on your smartphone, you can take pictures of your receipts with your phone's camera and upload them directly. Once your claim has been submitted, you will be prompted for all the information you need to provide and it is here where you will be able to upload pictures or receipts.

4.2 Submitting receipts via email

All other receipts, including Client Billable Expenses receipts, can be scanned and emailed to Parasol by following the steps below:

- You should either place your receipts on an A4 piece of paper and sign and date every A4 page or sign and date every receipt.
- When you save your signed copy make sure you follow a set format for naming it. This is 'UserID and date' e.g. JoeBloggs21Sept21. You should also use this format for the email subject. It is important to name everything correctly so that we can identify whose receipts they are and can process your claim quickly.
- You must make sure that all receipts are clear and legible.

All receipts should be emailed to expenses@parasolgroup.co.uk

4.3 Itemised receipts

All receipts must be itemised and include the time and date of the purchase, description of item bought and the total cost of the transaction. We are not able to allow credit or debit card receipts, invoices or bank/credit card statement, as they are not deemed by HMRC to be reasonable evidence of items purchased. Sending these receipts may delay the approval of your claim.

4.5 Additional information regarding Client Billable Expenses

Parasol must have received payment from the recruitment business or end client and we require an original, photocopied or scanned copy of the receipt. (The receipt must be a VAT receipt if the item you are claiming for has a VAT element).

Receipts can be emailed to expenses@parasolgroup.co.uk and they will be checked within 48 hours.

5. When and how much will I be paid?

Claims will be checked within a maximum of 5 working days following receipt of your online claim if receipts and any supporting documentation are sent to us via post. Receipts via email or uploaded through MyParasol will be processed within 48 hours.

Once verified in accordance with this Policy, Mileage will be approved and paid to you at the same time as your normal weekly or monthly pay and will not be subject to deductions of tax and NICs. Parasol will only reimburse Mileage up to the value that may be paid from the total invoice value Parasol receives from the recruitment business or end client in respect of your services, after payment of all Parasol's employment costs and the payment to you of National Minimum Wage (or National Living Wage as applicable) and holiday pay.

Parasol reserves the right to refuse any claims that, in Parasol's reasonable opinion:

- Do not comply with this Policy;
- Do not meet Parasol's internal audit requirements;
- Are in breach or not within the spirit of any HMRC regulations or guidance;
- Are deemed unreasonable.

If you submit any Client Billable Expense claims which the recruitment business and/or end client has not agreed to pay – and Parasol reimburse you for that expense, Parasol reserves the right to recover the amount reimbursed to you in accordance with the overpayment provisions contained within your Contract of Employment.

6. P87 claims

Parasol will not reimburse any other expense claims. If you log any other expenses on MyParasol under Business Expenses, providing you are still employed by Parasol, you can then use this information to make a claim for a PAYE tax refund directly from HMRC (via a P87 form) after each tax year end (April 5th). Please note that these claims are approved at HMRC's sole discretion. Parasol cannot guarantee that tax and NICs relief on these claims will be approved by HMRC.

7. Right of Audit

We may ask you for further information about a new or previously approved claim. If we ask for a receipt or further information, you must provide it to Parasol within 14 days.

While we are reviewing your expense claim(s), we may apply an expense lock which will prevent you from submitting further claims. However, provided that the audit does not reveal any discrepancies with your claims, Parasol will permit you to submit backdated claims in relation to the period when the expense lock was in place. Parasol cannot guarantee that those backdated claims will be approved. In any event you can submit a P87 claim to HMRC.

Parasol reserves the right to apply a payroll lock which would temporarily suspend payment of pay to you.

If you do not provide any further information in response to our request, we reserve the right to recover the expenses that we, or the recruitment business or end client, have reimbursed by deducting the amount from any future pay.

If we do not consider the further information you supply to be sufficient or satisfactory, or for any other reason we do not consider the expense claim allowable, we reserve the right to reverse our approval for that claim(s) and recover the expenses that we have reimbursed by deducting the amount from any future pay.

Further, we reserve the right to take disciplinary action against you if we have reasonable grounds to doubt the validity of your expense claim(s). In serious cases disciplinary action may result in summary dismissal on the grounds of gross misconduct, without pay or pay in lieu of notice.

This clause relates to expense claims made in the last tax year and in the current tax year.

8. Fraudulent claims

In addition to Parasol's right to audit expenses in accordance with clause 7, Parasol has a duty to report any fraudulent claims submitted to HMRC and the Police.

9. Changes to this Policy

This Policy is non-contractual. Parasol reserves the right to make amendments to it from time to time. The current version of this Policy is available on MyParasol under the 'My Details' tab.

It is your responsibility to familiarise yourself with the current version of the Policy.