

Submitting business costs & expenses

One of the many perks you'll enjoy as an employee of Parasol is the ability to claim legitimate business costs and expenses.

There are many things you can claim for, please refer to 'Business Costs and Expenses Guide' and 'A-Z Guide' for more information. It's certainly worth doing, as these costs could add up to hundreds of pounds each month.

Of course, the process of claiming business costs and expenses is bound to be complicated, right? Wrong! It's actually pretty straightforward. Here's a quick breakdown of what you need to do.

Step 1: Log into the MyParasol portal

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Login to My Parasol

Please enter your login details below:

Username:

Password:

Password is case sensitive
(e.g. PASSWORD is different to password)
I have forgotten my password

Login now

Logging on to submit your timesheet?
Don't forget to claim and log your business costs and expenses too - they can add up to hundreds of pounds back in your pocket!

Want to join us?

Join now

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Part of the DPL group 2.16.48.0

Step 2: Click on 'claim my costs and expenses' button in MyParasol

The screenshot shows the MyParasol dashboard for user Karen. The navigation bar includes links for Home, New To My Parasol?, Timesheets, Expenses And Costs, When Will I Get Paid?, My Details, Perks, and Ask Parasol. The main content area features a welcome message, a notice board, and several action buttons. The 'Claim costs and expenses' button is highlighted with a pink circle.

Step 3: Choose the relevant time period and assignment and click 'create claim'

The screenshot shows the 'Business Costs and Expenses' page. It includes a section for claiming expenses, a dropdown menu for 'Select period', and a dropdown menu for 'Select an assignment to:'. The 'Create claim' button is highlighted with a pink circle.

Step 4: Click 'add claim' on the category you'd like to claim for

The screenshot shows the 'Your claim for 14-Dec to 20-Dec-2015 (Civil Aviation Authority)' page. A progress bar at the top indicates the current step is 'Add your claim'. Below the progress bar, there is a section for adding the claim to categories, including a list of instructions and a 'Claim mileage' button.

Step 5: Adding a claim

For some claims, such as travel and car hire, you'll need to start by selecting a sub-category from the menu. Click the arrow to expand your selection and add your claim, plus the amount and day it was incurred.

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Your expense claim for 14-Dec to 20-Dec-2015

▶ Add your claim
▶ Submit your claim
▶ Upload or post receipts
▶ Checking claim
▶ Complete

Claim for car parking at or near to your temporary assignment.

Receipts required

Add a car parking expense **Cancel**

Category
Car parking

Amount you spent per day:
£10.00

Dates
Select the dates you incurred this cost. Please select them on the calendar.

December 2015						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

For mileage claims, we'll need you to enter a few more details about your journey and the vehicle you used.

If you can't complete your claim in one go, don't worry as everything you've entered will be automatically saved. This means you can simply pick up where you left off the next time you're free. When you're ready to continue, just head to the 'Your claims' section at the bottom of the screen.

Your claims [View all claims](#)

Assignment	Period	Amount	Status	
Civil Aviation Authority	14-Dec to 20-Dec-2015	£50.00	Being checked	View
Civil Aviation Authority	22-Jun to 28-Jun-2015	£15.00	Checked	View
	15-Jun to 21-Jun-2015	£ ---	Not submitted	Edit
	25-May to 31-May-2015	£41.95	Checked	View
	25-May to 31-May-2015	£ ---	Not submitted	Edit

Step 6: Submitting your claim

Once you've included all your business costs and expenses, click 'calculate claim'. You will be presented with a summary of your claim split between items that will be reimbursed and those that are logged and won't be reimbursed. For any logged claims you will need to make a tax refund claim directly from HMRC after the end of each tax year (5th April) covering your period of employment with Parasol.

Click 'submit claim'. The portal will automatically ask you to double-check you've submitted everything, and that you've read our business costs and expenses policy. HMRC have the final decision on reimbursement of claims in this way.

You are about to submit your 14-Dec to 20-Dec-2015 claim

Please ensure you have read and accept our [business costs and expenses policy](#) before you submit your claim.

You've claimed for **1 items**, are you sure that's everything for this period?

Description	Amount
Car parking	£50.00
Total:	£50.00

A word about receipts

You will need to provide valid receipts for all reimbursable claims (i.e. fuel receipts for mileage). To make this process a little bit easier, you can simply upload pictures or scans of your receipt direct to MyParasol. Remember, we can only accept itemised receipts and not copies of card statements. For more detailed guidance about expenses, please refer to our Expenses Policy.

- Under 'Your claims', click 'Send receipts' next to the relevant month

Your expense claim for 14-Dec to 20-Dec-2015

Submit your receipts

Upload your receipts and documents for 14-Dec to 20-Dec-2015

Upload all your receipts and required documents here. You can return later to add more if needed. Once you have finished, click submit to complete your claim. You won't be able to edit them after submitting them.

Date(s)	Amount	Other documents
Car parking 14th, 15th, 16th, 17th, 18th December 2015	£10.00	

A word about receipts continued

- On the following page, click 'Upload my receipts' and then browse for the file and click 'Upload'. Select the confirmation box, then click 'Submit documents'

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Your expense claim for 14-Dec to 20-Dec-2015

Progress bar steps: Add your claim, Submit your claim, Upload or post receipts, **Checking claim**, Complete

We're checking your claim [View your receipts...](#)

We're in the process of checking your claim. If there are no problems, we estimate your claim will be approved by **Friday 15th April 2016**. If you have any questions before then you can call us on 0844 875 0079.

If you'd rather post us your receipts, just print off cover sheets from MyParasol and attach your relevant receipts. Then, simply sign and send to:

Business Costs & Expense Department
Optionis House
840 Ibis Court
Centre Park
Warrington
Cheshire
WA1 1RL

If you're posting fuel receipts for mileage claims, the address is:

FREEPOST
RLZG-EYEL-LKAR MILEAGE/FUEL CLAIM
(Your name)
Parasol, 840 Ibis Court, Centre Park, Warrington, Cheshire WA1 1RL

If you submit receipts via MyParasol, we'll check your claims within 48 hours – much faster than email and post, which can take up to five working days.

Once you've submitted your claim, you can check its status on the 'Your claims' section.

Want more help?

If you have any questions about expenses, or for more information on what you can claim for, get in touch on es@parasolgroup.co.uk.