

Business costs and expenses policy

1. Introduction

During your employment with Parasol Ltd you may incur legitimate business costs and expenses whilst working on assignments. This Policy provides guidelines on claiming business costs and expenses and outlines your obligations. You may also want to claim client billable expenses, this Policy explains what they are.

2. What you can claim for

The types of costs and expenses that can be claimed and reimbursed are dependent on the type of assignment you're working on and whether it's subject to [supervision, direction or control \(SDC\)](#).

The table below provides an overview of the costs and expenses you'll be eligible to claim depending on the assignment.

Type of expense/cost	If SDC applies to the assignment	If no SDC applies to the assignment
Business costs <ul style="list-style-type: none"> Electronic equipment Parking at or near the assignment Training and tuition Textbooks and manuals 	Paid tax and NIC free by Parasol Subject to provision of a valid receipt	Paid tax and NIC free by Parasol Subject to provision of a valid receipt
Mileage <ul style="list-style-type: none"> Business mileage in cars, bicycles, motorcycles or vans 	Not paid by Parasol but you can log for your records on MyParasol portal	Paid tax and NIC free by Parasol Subject to provision of a valid receipt
Business expenses These expenses include but are not limited to: <ul style="list-style-type: none"> Business entertaining Stationery Safety equipment Travel (excluding mileage) Subsistence Accommodation 	Not paid by Parasol. You can log expenses on MyParasol portal and you can try to apply for a tax refund after tax year-end (5th April) direct from HMRC. This is paid at HMRC discretion and not guaranteed.	Not paid by Parasol. You can log expenses on MyParasol portal and you can try to apply for a tax refund after tax year-end (5th April) direct from HMRC. This is paid at HMRC discretion and not guaranteed.

Examples of expenses that you can't claim:

- Personal household expenditure e.g. energy bills
- Office accessories such as desk fans and desk lights
- Non work related training and qualifications
- Gifts

Please note this is not an exhaustive list.

3. Business costs and expenses rules

To ensure claims are processed and reimbursed as quickly as possible, you need to ensure the following:

- The amounts must have been incurred by you, "wholly, exclusively and necessarily" in the performance of your duties as a Parasol employee
- You cannot submit any claims if the first assignment is the only assignment you expect to complete as a Parasol employee
- You cannot submit any mileage, travel, food and drink, or accommodation claims if you have worked or know you will be working for 24 months or more at the same location
- When providing receipts, you can upload scans or photos of them and attach them to your claim through MyParasol. Alternatively you can scan and email copies to us. If you prefer to post them, you can do that instead
- You can't claim for any business costs or expenses before you became a Parasol employee

4. How to claim

All business costs and expenses must be claimed online via MyParasol.

4.1. Uploading receipts to MyParasol

You can upload pictures or scanned versions of your receipts to MyParasol. If you are logged in to 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

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. JoeBloggs21Jan15. 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 receipts@parasolgroup.co.uk

4.3. Submitting receipts via post

MyParasol will remind you as you enter your claim to send/attach a receipt. MyParasol will generate a cover sheet which you will be required to print off and send to Parasol with your original receipts.

Business costs and expense receipts should be sent to the following address:

FAO: Parasol Business Costs and Expenses Department
Parasol Ltd
Optionis House
840 Ibis Court
Centre Park
Warrington
WA1 1RL

4.4. 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 as they are not deemed by HMRC to be reasonable evidence of items purchased. Sending these receipts may delay the approval of your claim.

5. Electronic equipment

These relate to items such as a computer or other equipment that can be claimed for as long as they have been bought entirely for the purposes of the assignment you are working on and they are not intended for personal use. Such expenses include an iPad, laptop or printer.

When you buy such an item, you do so on behalf of Parasol and you are able to reclaim the cost of the item by completing a business cost claim and providing us with a copy of the receipt. Parasol will only reimburse 85% of the cost as we retain 15% as a security deposit. We retain a security deposit to cover the cost of any damage that may arise to the item, including loss of the item.

6. When 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 2 working days.

Once checked, business costs and mileage (depending on the assignment SDC status) will be approved and paid to you at the same time as your normal weekly, fortnightly or monthly pay and are not subject to tax and NI contributions.

Parasol will not reimburse any other business expense claims, as listed in the table in section 2 of the Policy entitled; what you can claim for. However you can log these on the MyParasol portal. You will then have all the information you need to try to make a claim for a tax refund directly from HMRC after each tax year end (April 5th). This is paid at HMRC discretion.

Parasol reserves the right to refuse any claims that:

- Do not comply with this Policy or fail our audit process
- Parasol considers are in breach of any HMRC regulations
- Are deemed unreasonable

7. 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 business costs and expense claim(s), we may apply a business costs and expense lock which will prevent you from submitting further claims. However, provided that the audit does not reveal any issue with your claims, Parasol will permit you to submit backdated claims in relation to the period when the business costs and 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.

In serious cases, 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 business costs and expenses that we 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, we reserve the right to reverse our approval for that claim(s) and recover the business costs 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 business costs and expense claim(s). In serious cases that 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 business costs and 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 business costs and expenses in accordance with clause 7, Parasol has a duty to report any fraudulent claims submitted to HMRC and the Police.

9. Client billable expenses

The agency or end client may agree to pay for certain expenses you incur; these are referred to as 'client billable expenses'.

Before you submit any client billable expense claims, you should have written confirmation from the agency or end client that they will reimburse specific types of expense claims (via Parasol).

You can claim these expenses via MyParasol / expenses and costs / client billable expenses. The portal takes you through the process of claiming client billable expenses and also sets out the categories that claims must fall within. In order to reimburse client billable expenses Parasol requires 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 receipts@parasolgroup.co.uk and they will be checked within 48 hours or can be sent by post to Expenses, Optionis House, 840 Ibis Court, Centre Park, Warrington, WA1 1RL and they will be checked within 5 working days.

Parasol will reimburse client billable expenses when we receive payment from the agency or end client.

If you submit any client billable expense claims which the agency and/or end client has not agreed to pay – and are reimbursed 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.

10. Changes to this Policy

This Policy is non-contractual. Parasol reserves the right to make amendments to it from time to time. An up to date copy is available on MyParasol under the 'My Details' tab. It is your responsibility to familiarise yourself with the up to date version of the Policy.

