

# Drive Time<sup>®</sup> Compliance Key Performance Indicator (KPI) System

## Work Related Expenses

Tax Year From	<b>2016</b>
Tax Year To	<b>2017</b>
Mileage Rate	£0.45

Authorised User	DT Ref
Case Study	CaseStudy002

[UK TAX CALCULATOR](#)

The easy way to calculate income tax and take home salary and tax relief eligibility.

### Work Related Expense Claims

Totals	
Nights Out	£ 4.48
Meals	£ 369.60
Laundry	£ 129.00
Mileage	£ 85.50
<b>Grand Total</b>	<b>£ 588.58</b>

Certified By
Organisation Stamp

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## Work Related Expenses

### Nights Out

Tax Period	Nights Out	Claim Rate	Claimed	Verified Date
01 - 6th Apr to 5th May	1	£2.24	£2.24	
02 - 6th May to 5th Jun	0	£2.24		
03 - 6th Jun to 5th Jul	0	£2.24		
04 - 6th Jul to 5th Aug	0	£2.24		
05 - 6th Aug to 5th Sep	0	£2.24		
06 - 6th Sep to 5th Oct	1	£2.24	£2.24	
07 - 6th Oct to 5th Nov	0	£2.24		
08 - 6th Nov to 5th Dec	0	£2.24		
09 - 6th Dec to 5th Jan	0	£2.24		
10 - 6th Jan to 5th Feb	0	£2.24		
11 - 6th Feb to 5th Mar	0	£2.24		
12 - 6th Mar to 5th Apr	0	£2.24		
<b>Total Nights</b>	<b>2</b>	<b>Total Relief</b>	<b>£4.48</b>	

Notes Feb / March Change of employment

### Meals

Tax Period	Meals	Claim Rate	Claimed	Verified Date
01 - 6th Apr to 5th May	19	£2.20	£41.80	
02 - 6th May to 5th Jun	3	£2.20	£6.60	
03 - 6th Jun to 5th Jul	14	£2.20	£30.80	
04 - 6th Jul to 5th Aug	16	£2.20	£35.20	
05 - 6th Aug to 5th Sep	18	£2.20	£39.60	
06 - 6th Sep to 5th Oct	20	£2.20	£44.00	
07 - 6th Oct to 5th Nov	18	£2.20	£39.60	
08 - 6th Nov to 5th Dec	12	£2.20	£26.40	
09 - 6th Dec to 5th Jan	12	£2.20	£26.40	
10 - 6th Jan to 5th Feb	17	£2.20	£37.40	
11 - 6th Feb to 5th Mar	15	£2.20	£33.00	
12 - 6th Mar to 5th Apr	4	£2.20	£8.80	
<b>Total Meals</b>	<b>168</b>	<b>Total Relief</b>	<b>£369.60</b>	

Notes

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## Work Related Expenses

### Laundry

Tax Period	Laundry	Claim Rate	Claimed	Verified Date
01 - 6th Apr to 5th May	4	£3.00	£12.00	
02 - 6th May to 5th Jun	2	£3.00	£6.00	
03 - 6th Jun to 5th Jul	4	£3.00	£12.00	
04 - 6th Jul to 5th Aug	4	£3.00	£12.00	
05 - 6th Aug to 5th Sep	4	£3.00	£12.00	
06 - 6th Sep to 5th Oct	4	£3.00	£12.00	
07 - 6th Oct to 5th Nov	5	£3.00	£15.00	
08 - 6th Nov to 5th Dec	3	£3.00	£9.00	
09 - 6th Dec to 5th Jan	3	£3.00	£9.00	
10 - 6th Jan to 5th Feb	5	£3.00	£15.00	
11 - 6th Feb to 5th Mar	4	£3.00	£12.00	
12 - 6th Mar to 5th Apr	1	£3.00	£3.00	
Total Laundry		43	Total Relief	£129.00

Notes

### Mileage

Tax Period	Mileage	Rate / Mile	Claimed	Verified Date
01 - 6th Apr to 5th May	0	£0.45	£0.00	
02 - 6th May to 5th Jun	38	£0.45	£17.10	
03 - 6th Jun to 5th Jul	0	£0.45	£0.00	
04 - 6th Jul to 5th Aug	0	£0.45	£0.00	
05 - 6th Aug to 5th Sep	0	£0.45	£0.00	
06 - 6th Sep to 5th Oct	152	£0.45	£68.40	
07 - 6th Oct to 5th Nov	0	£0.45	£0.00	
08 - 6th Nov to 5th Dec	0	£0.45	£0.00	
09 - 6th Dec to 5th Jan	0	£0.45	£0.00	
10 - 6th Jan to 5th Feb	0	£0.45	£0.00	
11 - 6th Feb to 5th Mar	0	£0.45	£0.00	
12 - 6th Mar to 5th Apr	0	£0.45	£0.00	
Total Mileage		190	Total Relief	£85.50

Notes