

2022

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Your Claimable Expenses Guide



LIVING LTD

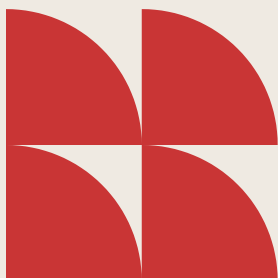


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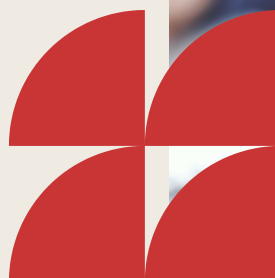
Mileage

- Travel to temporary workplaces
- Travel to client meetings
- Travel to company meetings not at your main workplace
- Travel to business functions
- Travel to client address

01

Does Not Qualify:

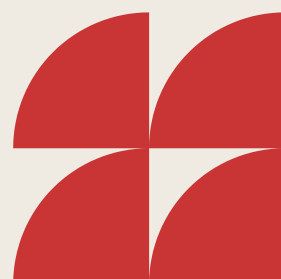
- Home to your permanent workplace address (daily commuting)
- Travel to the gym



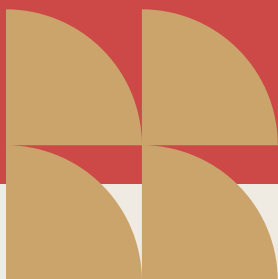


Sport Mileage

- Travel by vehicle or public transport to away / reserve matches (temporary workplace)
- Travel by vehicle or public transport to meet the bus for away matches
- Travel to the home ground to meet the bus to away matches (as long as substantive duties are not performed there before departure)
- Travel from home ground to the training ground (travel between two permanent workplaces)
- Travel by vehicle or public transport to medical appointment
- Travel to a club that the parent club has loaned a player to (assuming that the loan period does not exceed 24 months)
- Travel to club functions or player appearances (at venues other than permanent workplaces)



02



Uniform / Equipment / Laundry

- Repairing or replacing small tools you need to do your job (for example, scissors or an electric drill)
- Cleaning, repairing or replacing specialist clothing (for example, a uniform or safety boots)
- Sports – Football boots, Shin Guards, Goalkeeper Glovers
- Flat rate claimable if you wash your own uniform / kit

You can only claim tax relief for equipment expenses if:

- you need it to do your job
- you use the equipment for work and there's no significant private use - this includes using the equipment according to your organisation's policy

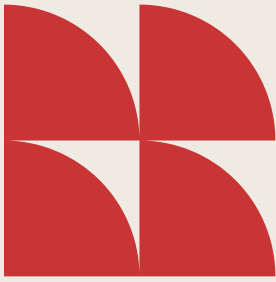
You can either claim:

- The actual amount you've spent – (you'll need to keep receipts)
- Or an agreed fixed amount (a 'flat rate expense' or 'flat rate deduction') – Check if your job has an agreed **flat rate expense**.

Not Claimable:

- You cannot claim tax relief for PPE. If your job requires you to use PPE your employer should either: Give you PPE free of charge or ask you to buy it and reimburse you the costs
- Trainers (Duality of Purpose)



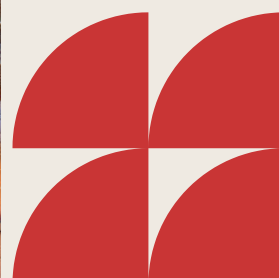


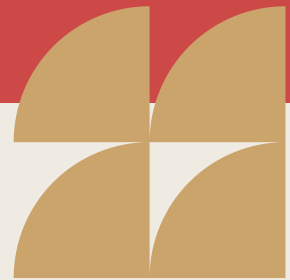
Travel and Overnight Expenses



03

- Public Transport Costs
- Hotel Accommodation
- Food and Drink
- Congestion Charges and Tolls
- Parking Fees





04

Annual Registrations / Professional Subscriptions

- Please see link that states allowable subscriptions for approved organisations:

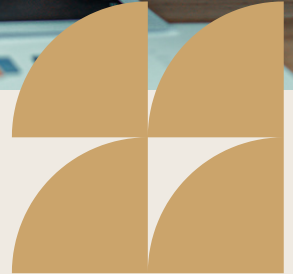
Approved Professional Bodies

- PFA is not allowable (is not required to carry out duties of professional footballer)





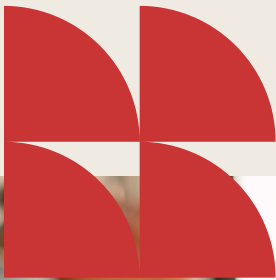
Working From Home



Please include the total number of full weeks you worked from home per tax year because you HAD to work from home for your role.

Please follow the working from home guidelines set by HMRC

<https://www.gov.uk/tax-relief-for-employees/working-at-home>



05



Additional Information

If your employer gives you money towards any of the above:

Reduce the amount you claim tax relief on by the amount of money your employer gives you.

- It is YOUR responsibility to ensure you keep relevant receipts / bank statements for items you are claiming for and a log of the journeys you carried out for the purpose of your role.
- Commuting miles from home to your permanent place of work is not claimable.
- Should HMRC request further information on your claimable figures, you are responsible to provide this information directly to HMRC.
- DB Living are a Tax Reclaim processing business, we purely compile the information provided to us by the client and process a Tax Reclaim on their behalf.
- Should your claim figures exceed the average range, we may request further details for our internal compliance process.

