

GUIDE TO TEXTING EXPENSES

DANBRO

Accounting Solutions for Contractors

Text Number – 07786 203109

The text service is another way you can communicate your hours and expenses to us. The following will guide you through the best way to create your text using relevant abbreviations to limit down the amount of characters within your message.

Each text message should follow the same simple format;

NAME, WEEK COMMENCING DATE, NO OF HOURS WORKED, RATE OF PAY, EXPENSES

The following abbreviations should be used:

- Week Commencing – **WC** (00/00/00)
- Rate of Pay – **RP** (£x/hour)
- Hours Worked – **HW** (xx)

- Business Mileage – **BM** (x(No of miles) = £Amount claiming, followed by the postcode to and from your place of work FY4 5LH – FY6 7PD)

- Subsistence – **Sbs** - *Claiming breakfast and Leaving the house before 6.30 would be (< 6.30am x No of Days = £ amount claiming) Claiming for lunch only would be (5>x No of days = £ amount claiming) Claiming Lunch and Dinner would be (10>x No of days = £ amount claiming)*

- Accommodation – **Acom** (£cost/night x No of nights = Amount claiming)
- Incidental Expenditure - **Inc**
- Travel Costs – **TC** (£Amount Claiming) Please note receipts will need to be sent in for these.

An Example of a correct Text for the week commencing 1/09/2008 at 38 hours/week and £15 per hour, with expenses of 50 business miles, subsistence – Leaving the house before 6.30 5 days a week and being away from the house for more than 10hours a day 5 days a week with accommodation for 2 nights would be:

Alex Moore WC: 1/09/08 HW: 38

RP: £15/hour BM: 50 (FY4 5LJ –

FY4 5PN) Sbs :< 6.30am x 3 = 32.50,

10> x 3 = £42 Acom- £45 x 2 = £90

NB: If you claim accommodation for 1 night your daily subsistence is included within the un-receipted allowance and so you cannot claim for the normal subsistence for this day. For any further clarification on claiming expenses please see the Danbro expense policy.

NB: Chargeable Expenses cannot be claimed via the text messaging service.