

Reimbursable Expenses

If you are to be reimbursed expenses by your agency/client, we require you to issue Champion with the below information:

- Copies of all submitted agency/client expense forms
- Copies of all receipts relating to the claim

To reduce any processing issues, can you please ensure that all forms are completed correctly, and where relevant, a full breakdown of VAT is included on the form.

Please email all information to payroll@championcontractors.co.uk

Champion will process the expenses when payment has been received and will ensure you receive the appropriate tax relief on your reimbursable claim. You will receive a confirmation email when the expenses have been processed and approved.

Note 1 - Champion require this information to ensure we have the necessary paperwork to support your need for these expenses to be paid on a tax free basis.

Note 2 - If/where your agency/client is reimbursing you for any home to work travel related expenses, then Champion will require written confirmation from the end client that you are not subject to SDC while on the assignment. If this is not provided, then these expenses cannot processed on a tax free basis.

*If your agency require Champion to submit an invoice, we will include the value of the reimbursed expense claim alongside hours worked in the pay period

