Payments Pro Ltd
Registered office address:
215-221 Borough High Street, London, SE1 1JA
Tel: 020 3819 7220
Web: https://www.paymentspro.co.uk
Company number: 10763957

Payments Pro Ltd Expenses Policy

1. Purpose and Scope

This policy outlines the rules and procedures for claiming and reimbursing necessary and reasonable business expenses incurred by agency workers on assignment for us. Adherence to this policy is mandatory.

2. General Principles

The Directors of Payments Pro Ltd (a company registered in England and Wales under company number 10763957, whose registered address is 215-221 Borough High Street, London, SE1 1JA) hereby state that:

- Payments Pro Ltd does not have an individual expenses policy when working with agency contractors through our umbrella model.
- When working with agency contractors through our umbrella model, **Payments Pro Ltd always defers to the policy put in place by the agency**.
- All expenses claimed by agency contractors must be **authorised at agency level**. Expenses will only be paid by Payments Pro Ltd once we have received a valid timesheet/remittance from the agency.
- Expenses must be supported by valid, original receipts and meet all legislative requirements for tax-free reimbursement.

3. Specific Expense Categories

3.1 Mileage for Multisite Workers (Claimed by Worker via Payments Pro Ltd)

- We will pay mileage for multisite workers only when both the worker's status (as a genuine multisite worker) and every individual journey is validated by the agency.
- The worker must submit the claim (e.g., a mileage log detailing dates, start/end locations, and purpose) directly to Payments Pro Ltd for payment, but the claim must **be checked and fully authorised by the agency.**
- The applicable mileage rate will be as determined by HMRC's Approved Mileage Allowance Payments (AMAP) or a pre-agreed rate with the end-client, provided it is validated by the agency.

3.2 Scale Rate Payments for Day Subsistence (Lorry Drivers and Qualifying Travel)

- We will provide scale rate payments for agency contractors (specifically lorry drivers, referencing the principles of HMRC EIM66205 for tax compliance) only for day subsistence (meals) when the worker is away from their normal workplace and returns home.
- Payments Pro Ltd will calculate the payment based on the time of day and total time on the road, which must be provided and validated by the agency.
- These payments must align with HMRC's general Benchmark Scale Rates (e.g., the 5-hour, 10-hour, or late-evening meal rate).
- This payment is subject to the following mandatory conditions, which must be fulfilled and validated by the agency:
    1. **Qualifying Travel:** The employee must be undertaking qualifying business travel to a temporary workplace and be away from their normal place of work/home for the minimum required duration (e.g., 5 hours for the lowest rate).
    2. **Cost Incurred:** The agency must confirm the worker has actually incurred a cost (bought a meal or food/drink combination) during the qualifying travel.
    3. **Agency Validation:** The agency is responsible for checking that the time records provided relate to qualifying travel and are within the published HMRC Benchmark Scale Rate limits.
- The worker must meet all qualifying conditions required by the agency and HMRC for tax-free payment.

4. Claim Submission and Payment Processes

This section defines the submission channels for expense types processed by Payments Pro Ltd:

4.1 Direct Submission of Expense Data (Mileage by Worker; Scale Rates by Agency)

- **Multisite Worker Mileage (3.1):** The worker submits the claim documentation directly to Payments Pro Ltd for processing.
- **Day Subsistence Scale Rates (3.2):** The required calculation data (time of day and total time on the road) is submitted directly to Payments Pro Ltd by the agency for processing.
- In both cases, Payments Pro Ltd will not process the payment without prior and complete authorisation and validation from the agency, who is responsible for verifying all eligibility criteria.

4.2 General Agency Reimbursement (All Other Expenses)

- No other expenses can be claimed directly with Payments Pro Ltd.

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- All other types of expenses must be submitted to the agency in a timely manner, following their specified process.
- The agency is responsible for reviewing, validating, and authorising these expenses.
- Payments Pro Ltd will only process the reimbursement after receiving a valid, authorised timesheet/remittance from the agency that clearly itemises the approved expenses.

This statement is made on the 3rd of March 2025 by the Director of Payments Pro Ltd.

Ashley Holdaway

Director