



## Expense Details - Key Portfolio

This section should only be completed by those who have signed up to Key Portfolio. For more information on joining Key Portfolio and the benefits please visit our website, or [www.mykeypay.com](http://www.mykeypay.com).

EXPENSE DETAILS - TO BE COMPLETED BY EMPLOYEES OF KEY PORTFOLIO LIMITED ONLY		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total No.
<b>Scale Rate Subistence claims*</b> (Use ✓ to indicate)									
Breakfast Rate	I left home earlier than usual and before 6am and incurred the cost of a meal	✓				✓			2
Five Hour Meal Rate	I was away from home for five hours and incurred the cost of a meal	✓		✓	✓				3
Ten Hour Meal Rate	I was away from home for ten hours and incurred the cost of a meal		✓			✓			2
Late Evening Meal Rate	My working day finished later than usual and after 8pm and I incurred the cost of a meal which I would usually have at home		✓						1
<b>Mileage claims*</b> (Insert no. of miles against relevant transport rounding up to nearest whole mile)									
Car/Van			15			12			27
Motorcycle/Scooter									
Bicycle									

BY TICKING THE BOX, I CONFIRM THAT I AM AN EMPLOYEE OF KEY PORTFOLIO LTD and I am site based in accordance with sections 336-339 ITEPA 2003  
 By ticking the box, I confirm that I have completed a Portfolio Expense Form for my receipts and sent it to Key.

\*Supporting evidence for these expenses must be retained by you. For the qualifying criteria and current values for these expenses, please refer to Key Portfolio's Expense Guide OR HMRC's website [www.hmrc.gov.uk/briefs/income-tax/brief2409.htm](http://www.hmrc.gov.uk/briefs/income-tax/brief2409.htm)  
 REMEMBER: If you have any queries, submit these to Key on your Expense Form available from [www.mykeypay.com](http://www.mykeypay.com)

• Put a ✓ in all boxes where you wish to claim a scale rate payment. Details of how to qualify are listed next to each.

**Note:** you cannot tick *both* the Five and Ten Hour Meal Rates for the same day - you must select only one.

• Fill in the mileage incurred alongside the method of transport

• Tick to confirm your employee status, and also to indicate if you have sent any further receipted expenses to Key

## Approval Requirements

### Approval Requirements

<p><b>SCHOOL/NURSERY</b></p> <p>I confirm that the above temporary worker has worked the hours/days stated above, as adjusted if necessary, satisfactorily and that your invoice will be paid in accordance with your payment terms. Furthermore I understand that if we subsequently engage the temporary worker or introduce them to any third party, then a placement fee may be levied in accordance with your terms and conditions of contract.</p> <p>By signing this timesheet you are agreeing to our Terms and Conditions (available to download from our website or on request from your consultant).</p>	<p>Signed: .....</p> <p>Date: .....</p> <p>Print Name: .....</p> <p>Comments: .....</p>
<p><b>WORKER</b></p> <p>I certify that I have worked the hours/days detailed above and have taken all rest periods as required and that the information given on this timesheet is accurate.</p>	<p>Signed: <i>Anneother</i> Date: <i>02.06.12</i></p> <p>Print Name: <i>ANNE OTHER</i></p>

• You and the school/nursery need to sign and date your Timesheet before it is returned.

## What to do next

### Complete Your Timesheet

- Please do not include more than one school or nursery on a Timesheet.
- Your Timesheet **must** be signed by your school contact in order for you to get paid.
- Photocopy your completed Timesheet. Give the copy to your school, send the original to us.

### Send Timesheet to Payroll

- Timesheets may be...
  - a) Faxed to 0207 421 2900
  - b) Scanned and emailed to [payroll@protocol-education.com](mailto:payroll@protocol-education.com) (TIFF or JPEG formats preferred)
  - c) Posted to Payroll Department, Protocol Education Limited, 40-43 Chancery Lane, London WC2A 1JA
- Timesheets **must** be received by us before 18.00 on Monday following the week worked.

### Confirmation Text Messages

When your timesheet is matched to our booking and confirmed for payment, you will be sent a **text message confirmation**.

If you have **not** received a text message for every timesheet sent in for the previous week by Monday evening, please call the Payroll Department on 0207 618 4180 between 8.15 and 11am on Tuesday morning. During this time we will help track down the problem and rectify it in time for you to get paid as per normal.

### Get paid!

You will be paid on the Friday of the week **after** you worked.

Additional timesheets can now be downloaded from [www.protocol-education.com](http://www.protocol-education.com) and printed.