



## What exactly classifies as HMRC allowable expenses?

We've included a useful list below as a guide to the **revenue expenses** HMRC allow you to claim tax relief on. Remember, this is not an extensive list and if you're unsure if a business expense is allowable then you should **check**

### Wages, salaries and related staff costs

- Salaries, bonuses, pensions, benefits for employees
- Employer's National Insurance Contribution (NICs)
- Agency fees
- Insurance, rent, rates and power
  - Rent costs for the business premises
  - Business rates
  - Water rates
  - Light
  - Heat
  - Power
  - Property insurance
  - Security
  - If working from home you can put a % of the above through
- Maintenance and repairs to equipment and premises
  - Repairs and maintenance of business equipment and property – buying, improving or altering a property is **not included**
- Car, van and travel
  - Car and van insurance if the vehicle is an asset of the business
  - Repairs, servicing and fuel
  - Hire charges
  - Vehicle license fees
  - AA or RAC membership
  - Train, bus, air and taxi fares (excluding travel to and from home to a permanent place of work)
  - Hotel accommodation when on business trips
  - Meals for over night business trips
  - Inoculations

## COMPANY SUPPORT SERVICES LTD



- Visas for business travel
- Advertising and marketing
  - Advertising in newspapers
  - Paid listing in directories
  - Website costs
  - Mailshots
- Other office running costs
  - Phone
  - Fax
  - Mobile phone
  - Internet connectivity
  - Email
  - Stationary
  - Printing
  - Postage
  - IT software
  - Some small office equipment
- Professional fees
  - Fees for solicitors, accountants, surveyors, architects and other professionals
  - Professional indemnity insurance premiums
- Banking and other financial charges
  - Bank, overdraft and credit card fees
  - Hire purchase interest and leasing payments
  - Alternative finance payments

As this is not a full list, as a rule of thumb – if you can explain why “Spending the money” is beneficial or why it is necessary for the business then the expense can be claimed