Expenses checklist

Ensure that you don't miss any expenses when submitting your tax return.

Last update: May 2025

Expenses checklist

Expenses for working from home

Sole trader - Hours of business use per month. Flat rate per month: 25-50 hours £10, 51-100 hours £18, 101+ hours £26.

LTD Company - HMRC's flat rate of £6 a week.

Office costs

You can claim any expenses incurred wholly and exclusively for business purposes e.g. furniture, printing, computer software.

Travel

Hotels, transport, food, etc.

Staffing

If you subcontract work out, pay bonuses or have a pension, tax deductible expenses (TDE) apply.

Eye tests & glasses

Claim the cost of your annual check-up and for glasses that are required for visual display equipment.

Cycling miles

Calculate the mileage and you could be entitled to up to 20p per mile.

Social media & other advertising costs

If you're using social platforms solely for the purpose of your business, keep your invoices and claim the cost as an allowable business expense.

Protective gear

This one's only applicable if you are required to work somewhere which could potentially be hazardous.

Training and courses

These must be for business purposes and only for skills being improved, maintained or new but within the industry you already operate in.

Gifts for employees

Allowance known as a 'trivial benefit', which allows you to give small gifts (under £50) to employees and directors. There's no limit on the number of 'benefits' you provide, as long as they don't exceed £50 at a time, and for directors, £300 in total over the year.

Magazines, books or journals

If certain publications are required for your business (i.e. trade publications, training books, or reference material), it can be claimed as an expense.

Accountancy, legal & other professional fees

Claim for costs such as the hiring of accountants, solicitors, surveyors and architects as long as they're only for business purposes.

Use of your home internet

For all the times you've used your broadband for emailing back and forth with your client and finding work, it's an allowable cost. Sole traders can claim for a portion of internet costs, when used for business.

Limited companies can claim the extra costs of working from home (which are often minimal).

Telephone/mobile expenses

If you work through a limited company, it is advisable phone and Internet bills should be in the company's name, however business phones and internet usage can be charged to the company without incurring BIK.

For sole traders, a portion of costs are also most likely allowable to expense.

Stock

If business requires stock.

Car expense - MILEAGE

This is currently 45p per mile for the first 10,000 miles (per year) and 25p per mile thereafter.

Car expense - ACTUAL COST

This method requires a little bit more work as you will need to record all motor costs including repairs, insurance, MOT, & petrol.

Car leasing or renting

This is an allowable expense, however if the leased or rented car is not wholly used for business purposes, then a benefit in kind may be payable via your limited company.

Memberships

An allowable expense if the body is on HRMC's approved list.

Correct at time of release (2025), checked by Bright Ideas

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Disclaimer: This checklist is intended as a general guide and does not constitute financial or tax advice. Allowable expenses can vary depending on individual circumstances. For personalised guidance, please consult a qualified accountant or tax professional.

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