

Expenses checklist

Use our handy checklist to ensure that you don't miss any expenses when submitting your tax return.



The Association of
Independent Professionals
and the Self-Employed

ipse.co.uk

Expenses for working from home

Sole trader - Hours of business use per month. Flat rate per month £10, £18, £26 LTD
Company - HMRC's flat rate of £6 a week.

Working from home costs (not flat rate)

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.

Social media and 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.

Stock

If business requires stock.

Protective gear

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

Training and courses

Have to be for business purposes to be an allowable expense.

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 or £300 in total over the year.

Eye tests

Claim the cost of your annual check-up.

Cycling miles

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

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.

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.

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, and petrol.

Car leasing or renting

In theory leasing a car should be easier than a car you own, as it is likely you would hire it solely for business purposes.

Memberships

An allowable expense if the body is on [HRMC's approved list](#).

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- [Working from home – what expenses can I claim against tax?](#)
- [What car expenses can sole traders claim?](#)
- [Self-employed expenses: What can you claim?](#)
- [Tax-deductible expenses](#)
- [What expenses can I claim working from home?](#)