

The ICS guide to



Expenses by Email

expenses@icsuk.com

ICS Email Guide

Thank you for selecting ICS as your Umbrella provider. ICS are always looking to improve the contractor's experience. In order to provide an additional source to submit your expenses we have implemented an email service. Please note you will still need to submit copies of receipts, this can be done by sending a picture message by email to expenses@icsuk.com or 07537416270.

Deadline for submission

We are asking all of our contractors to submit their expenses over the weekend. The reason for this is should an issue arise we would have enough time to resolve the issue before the payroll run. We ask that the latest you submit your expenses is Midday Monday. Please feel free to contact us on 0800 195 3750 if you experience any difficulties.

Abbreviations

BM	Business Mileage
HW	Hours worked
DW	Days worked
Subs	Subsistence (food & drink)
Accom	Accommodation
WC	Week commencing (start of the week)
Travel	Travel costs
Stat	Stationary

Email format

Always start the email with your name, agency, and date of week commencing and hours worked. Business mileage needs to show Postcodes and at which rate (45ppm or 25ppm). Subsistence amounts need to be included, scale rate is away from home 5+hours =£5, away from home 10+ hours =£10. An example is below to assist you.

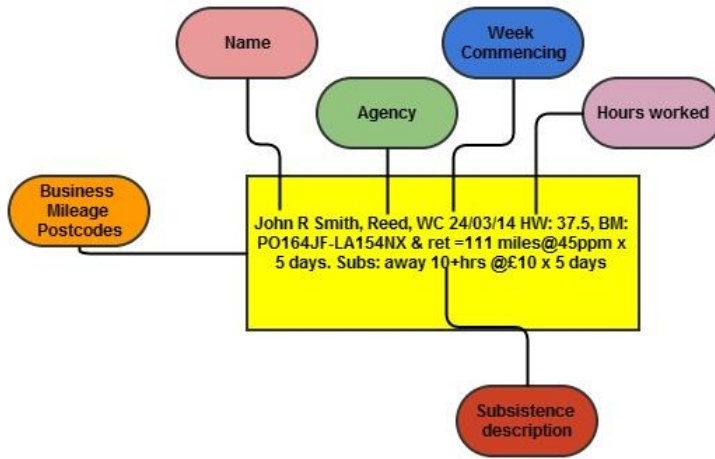
Email:

Example one

John R Smith, Reed, WC 24/03/14 HW: 37.5, BM: PO164JF-LA154NX & ret =111 miles@45ppm x 5 days. Subs: away 10+hrs @£10 x 5 days

Example two

Susan Sheridan, Jargon Consultants, WC 24/03/14 DW: 4, Travel: £30, Subs: away 5+hrs @ £5 x 4days



Receipts

Take a picture of your receipt using the camera on your phone (this must be clear and legible) and send by email to expenses@icsuk.com or as picture message to **07537416270**.