

Allowable Business Expenses

We have produced a quick reference guide to allowable business expenses. This information is taken from HMRC sources but if you have any questions please get in touch with us at any time at brookstand.com

Office Equipment	
Phone, Mobile & Fax	✓
Postage	✓
Stationery	✓
Printing	✓
Printer Ink & Cartridges	✓
Computer Software paid through regular payments	✓
Property <small>* see separate section on Home Working</small>	
Rent	✓
Business Rates	✓
Power	✓
Property Insurance Costs	✓
Water Rates	✓
Property Repairs and Maintenance for property & equipment	✓

Allowable Business Expenses

Home Working

Either take a percentage of costs based on the amount of space you occupy

or

Hours of business use per month

Flat rate per month

25 to 50

£10

51 to 100

£18

101 and more

£26

Motor Vehicles & Travel Expenses

Vehicle Insurance	✓
Repairs & Servicing	✓
Fuel	✓
Vehicle Hire Charges	✓
Road Tax	✓
Breakdown Cover	✓
Train, Bus, Air and Taxi Fares	✓
Meals on overnight business trips	✓
Non-business Travel Costs	✗
Fines	✗
Travel between home and work	✗

Allowable Business Expenses

Clothing Expenses	
Uniforms	✓
Protective Clothing for work purposes	✓
Costumes	✓
Everyday Clothing	✗
Staff Expenses	
Salaries	✓
Bonuses	✓
Pension Benefits	✓
Agency Fees	✓
Temporary Staff & Sub-Contractors	✓
Employer's National Insurance	✓
Carers	✗
Domestic Help	✗
Goods for Resale	
Stock	✓
Raw Materials	✓
Direct Production Goods	✓
Goods for personal use	✗

Allowable Business Expenses

Legal & Financial Expenses	
Accountancy, Legal and other Professional fees	✓
Surveyors and Architects	✓
Bank, Overdraft, Card Fees & other Financial charges	✓
Interest on bank loans	✓
Hire Purchase Interest	✓
Leasing Payments	✓
Professional Indemnity Insurance Premiums	✓
Marketing, Entertainment and Subscription Expenses	
Advertising	✓
Subscriptions for Trade or Professional Journals	✓
Trade Bodies or Professional Organisation Membership Fees	✓
Entertainment of clients, suppliers, and customers	✗
Payments to Political Parties	✗