Working at Home – Expense Claims

This guide shows how to claim up to £4.00 per week whilst working from home to cover additional costs such as heating, lighting etc. It should be used in conjunction with the University Working at Home Policy, section 5.7.

Calculate the cost of your travel to work per week*. If you drive, mileage is calculated at 45p per mile.

Calculate the additional costs incurred due to working from home per week.

Deduct the normal weekly travel costs from the additional costs incurred.

Is the total of your additional costs higher than your cost of travelling to work?

Yes

No

Log on to Staff Connect and submit an expense claim for the difference in your weekly travel to work costs and your additional costs incurred up to the £4.00 per week allowance. You will be asked to provide evidence of these costs and calculations.

As your travel to work cost is greater than £4.00 per week you are unable to claim expenses through the University however you can apply for tax relief at your normal tax rate on £6.00 per week from HMRC**

* = In order to claim expenses the weekly cost of travel must solely be for commuting to and from the university campus for work purposes only.

** = The HMRC website provides a tool to enable staff to check if they qualify and apply for tax relief. 
https://www.gov.uk/tax-relief-for-employees/working-at-home