Sole trader expenses form

Give totals for your accounting period. Show any private or non-business part separately, so only the business share is claimed. Keep receipts; you do not need to send them unless asked.

Business name	Accounting period (from – to)	Turnover (total sales)
_____	_____	_____

Business expenses

Category	Total paid	Private / non-business part	Notes
Goods bought for resale or materials			
Payments to construction subcontractors			
Wages and other staff costs			
Car, van and travel (not if using mileage rates)			
Rent, rates, power and insurance			
Repairs and maintenance			
Phone, internet, stationery and office costs			
Advertising and marketing (not entertaining)			
Interest on business loans			
Bank, credit card and other financial charges			
Bad debts written off			
Accountancy, legal and professional fees			
Other business expenses (describe)			

Simplified expenses

BUSINESS MILEAGE

Car or van miles: _____

Cars and vans: 45p a mile (55p from 6 April 2026) for the first 10,000 miles, then 25p

Motorcycle miles: _____ (24p a mile)

If you use mileage rates, do not also claim fuel, repairs or insurance for that vehicle.

WORKING FROM HOME

Hours a month worked at home: _____

25–50 hours: £10 a month

51–100 hours: £18 a month

101 hours or more: £26 a month

Months worked from home: _____

Equipment and vehicles bought

Item	Date bought	Cost	Business use %

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