**Employees working in the following School/Directorate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Head of School/Directorate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please list all taxable expenses and benefits received by employees (or their families) working in the above School/Directorate during the year 6th April 2023 to 5th April 2024 inclusive. This list must include taxable expenses and benefits for employees who have left the University during the year referred to.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of member of staff | Date of payment | Details of the expense or benefit  | Cost to the University incl.VAT (£) | Agresso Transaction number | Agresso Account Code | Agresso Project code |
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*I confirm that, to the best of my knowledge and belief, the table above contains details of all taxable expenses and benefits that were provided during the tax year ended 5th April 2024.*

Signed by Head of School/Directorate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Need help?**

If in any doubt about whether something constitutes a taxable expense or benefit for these purposes, please contact Nigel Gower, Tax Accountant, n.gower@reading.ac.uk or Laura Webber, Group Tax Manager, l.webber@reading.ac.uk. Your assistance in this matter is very much appreciated.

Please upload a copy of the completed form, when prompted, alongside the declaration of expenses and benefits online questionnaire by **Friday 3rd May 2023**.

*Link to questionnaire:* <https://forms.office.com/Pages/ResponsePage.aspx?id=xDv6T_zswEiQgPXkP_kOX9QtT95hL_FGrNG1vknO519UQjRLRVUzRUNFMFEyMlpLR1JYSFNCWkhXRC4u>