

BMW Claims

"In service to the client" NB - The onus is on the Contractor to provide proof of claims to SARS during eFiling



Site Meals

(Tax Benefit – Not a reimbursement)

(Within reason) strictly vetted and audited

Breakfast / Lunch

Contractors are permitted to submit claims for food and coffee purchased daily on BMW Sites (weekends are generally not allowed)

The Contractor is required to attach receipts when submitting on the ESS Portal

Home Office

(Tax Benefit – Not a reimbursement)

- UPS device – Once off Purchase (Receipts required)
- Computer Monitor – Once off purchase (Receipts required)
- Fully assembled Office Desk – (Once off purchase (Receipts required))
- Office Chair – Once off Purchase (Receipts required)
- Office Space Claims (see attached spreadsheet for calculation) (Please attach spreadsheet)

Advance Me Now

- Advance up to R5000
- R35 transaction fee per amount
- Amount will be available within 24 hours of request
- Amount will be deducted in full with the next payrun

Communications

- Telephone (Receipts required)
- Cellphone (Receipts required)
- WIFI / Fiber (Monthly Statement)

Entertainment

(Tax Benefit – Not a reimbursement)

- Team / Management Events/ Lunches
- Client meetings
- No alcohol
- No "kiddies" meals

Professional Fees

(Tax Benefit – Not a reimbursement)

Annual subscription to remain a member of a professional body

Travel Expenses

(Tax Benefit – Not a reimbursement)

- Travel to site from other provinces or locations
- This includes flights, accommodation, car hire, etc.
- Meals are to be claimed against "Site Meals"

Petrol Expenses

(Tax Benefit – Not a reimbursement)

- Fuel used to get to site with own vehicle. Slips to be provided
- Monday to Friday only, not personal use
- Not applicable to those making use of a structured salary with travel allowance already reflecting on payslip

General Information:

- Slips to be kept for each claim
- No logbooks to be submitted to us but must be kept for SARS during eFiling season
- Large claim amounts will be split (looked at case by case)
- Claims are to be submitted between green days on the BMW calendar
- Claims must be current - claims older than 2 months will not be approved



FTC Claim Types

(Tax Benefit – Not a reimbursement)

Site Meals

- Hot and Cold Refreshments
- Site meals
- Provide proof of purchase when claiming

Home Office

- Once off purchases (Desk, Chair, Monitor, UPS)
- Office Space Claim – Monthly
- Submit receipts and calculations

Communications

- Home office WiFi – monthly statement
- Home office Telecoms – monthly statement

Advance Me Now

- Advance capped at R5000 per month per contractor
- R35 admin fee on each amount requested
- Use the link on ESS to make the claim (ESS) or "advancemenow@jordanhhr.co.za" for IC request

Entertainment

- Team Lunches / Events
- Provide slip with your portion
- Exclude alcohol and tip in calculation

Professional Fees

- Annual subscription fees for professional bodies
- Submit Invoice

Travel Expenses

- All travel expenses including flights, accommodation, Uber/Gautrain/Bolt and Lift Club receipts

Petrol Expenses

- Logbooks are to be kept for SARS but not required for claims
- Submit work travel petrol slips only

For claims queries contact Donna: donnag@jordanhhr.co.za