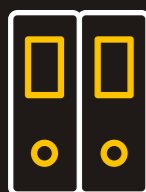




Your business must keep  
all expenses receipts for  
**6 years**



Store receipts securely in an  
**office space**



**Online storage**  
for receipts



**Fuel cards** give you  
access to an online  
portal, which stores all of  
your fuel expenditure.  
Each invoice will show  
the vehicles registration  
number and its fuel  
transactions. You will  
receive a monthly HMRC  
compliant invoice that  
you will find on the  
portal. This will help you  
keep track of your  
expenditure and fuel  
usage per vehicle easily



For all other receipts use an  
**app on your phone or tablet**



**Google Drive**  
allows you to  
scan in receipts  
for free – you  
can then  
convert these  
into PDFs

**Apps like Receipt Bank** cost around  
£20-£190 pcm depending on the  
number of receipts processed. They  
allow you to scan your receipts, bills  
and invoices and integrate them  
with cloud accounting software and  
download as PDFs