

Expenses Claim Form & Mileage Log

FAX to: 0845 604 0573

Post (with Receipts) to:

FREPOST, Recruitment & Contractor Services

Full Name _____
 Reference: _____
 Contact Phone No. _____
 Contract Start Date: _____ IMPORTANT

Week Ending _____
 Date (Friday) DD / MM / YYYY _____
 Assignment Inside City / Outside City _____
 First Assignment YES / NO _____

MILEAGE LOG – (Please supply relevant VAT Petrol Receipts to justify Mileage Claims)

Date of Journey	Assignment Location	Home POST CODE	Assignment POST CODE	Total Business Miles Claimed
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Total Miles Carry Forward to Mileage Summary below				A

EXPENSES – (Lunch, Bus Fares, Taxi Fares, Accommodation, Subsistence etc...Supported by VAT Receipts where possible)

Date	Details of Expenses Claimed		Total (£)
	Lunch (without receipts) please specify number of days	Number of Days 1 to 7	
Total Expenses Claimed (£)			B

Mileage Summary (from Mileage above)

Total Miles	A @ _____ Pence per mile	Total Mileage Claimed (£)	C
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In the event of any mileage claims please ensure that you submit a VAT receipt where possible. Claims for mileage not accompanied by a completed Mileage Log will not be accepted.

Combined Totals Claimed (£) = B + C

I certify that, to the best of my knowledge, the information provided on this Expense Claim Form is true and accurate, wholly and exclusively in the performance of my business activities and I have attached all receipts for my expenses claims where applicable. I likewise confirm that I hold a valid and current driving licence and am adequately insured for business travel where mileage has been claimed. I understand that all non-receipted items will not be accepted. Where I have claimed for lunch without receipts, I can confirm that I did incur this cost of equal or greater value.

SIGN HERE