Expenses Claim Form & Mileage Log

FAX to: 0845 604 0573
Post (with Receipts) to:
FREEPOST, Recruitment & Contractor Services

Full Name		**Week Ending**	
Reference:		**Date (Friday)**	DD / MM / YYYY
Contact Phone No.		**Car Type**	**Personal / Company**

MILEAGE LOG – (Please supply relevant VAT Petrol Receipts - **Company Cars** cannot claim mileage on cost of fuel)

Date of Journey	Assignment Location	Journey Start Location	Journey End Destination	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 (£)
	Total Expenses Claimed (£)	B

Mileage Summary *(from Mileage above)*			
Total Miles	A @ _____ Pence per mile	Total Milege Claimed (£)	C

In the event of any mileage claims please ensure that you submit a VAT receipt where possible. Claims for milage not accompanied by a completed Milage Log will not be accepted. Refer to your guide to expense for what can and cannot be claimed.

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 understand that all non-receipted items will not be accepted. Where I have used a company car I can confirm that I have not claimed mileage, but the true cost of fuel.

SIGN HERE