

NAME:			MONTH:		
CLIENT N	AME & LOCATION:				
RECEIPTS	REQUIRED AT ALL TIMES	- ALL CLAIMS MUST BE WHOLLY BUSINESS RELA	TED		
Mileage cla	im - details as per below (ra	te as per client allowable) :		1 1	
Date	Journey Details- start poin	t, end point, reason for travel	Miles	Rate	£ Claim
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
Other exper	nses incurred and supportin	g comments :			
Date	Exp. Type (eg- taxi, rail, train, hotel, flight)	Expense Justification / Purpose (eg- client name, location, reason for visit)			£ Claim
				/ N	
		TOTAL AM	OUNT CLAIMED	£	£0.00
SIGNED (s	sig & name) :		DATE OF CLAI	— M :	
AUTHORISED (sig & name) : PAID DATE :					
AUTTORI			FAID DATE :		
	PAYE deduction is due for any hom normal place of work to another place	a temp worker's usual place of work is considered a permanent workplace for the e to office travel. A deduction for travel will continue to be due if a worker is temp e of work. If full supporting information and all receipts are not supplied to support support a claim to business expenditure. In such circumstances, the expense will	orarily moved for business an expenses claim, there m	reasons from his nay be a possibility	
		the expense will be liable to PAYE and Class 1 National Insurance deductio			
INTERNAL USE ONLY : Approved as allowable : Invoice number and date :					