

NAME :	MONTH:
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HOME ADDRESS :

CLIENT NAME & LOCATION :

RECEIPTS REQUIRED AT ALL TIMES - ALL CLAIMS MUST BE WHOLLY BUSINESS RELATED

Mileage claim - details as per below (rate as per client allowable) :

Date	Journey Details - start point, end point, reason for travel	Miles	Rate	£ Claim

Other expenses incurred and supporting comments :

Date	Exp. Type (eg - taxi, rail, train, hotel, flight)	Expense Justification / Purpose (eg - client name, location, reason for visit)	Receipt Y / N	£ Claim

TOTAL AMOUNT CLAIMED £ _____

SIGNED (sig & name) :	DATE OF CLAIM :
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AUTHORISED (sig & name) :

NOTE: Under agency legislation, a temp worker's usual place of work is considered a permanent workplace for the duration of their contract. Subsequently, no PAYE deduction is due for any home to office travel. A deduction for travel will continue to be due if a worker is temporarily moved for business reasons from his normal place of work to another place of work. If full supporting information and all receipts are not supplied to support an expenses claim, there may be a possibility that there is little or no evidence to support a claim to business expenditure. In such circumstances, the expense will not qualify for a deduction and subsequently the expense will be liable to PAYE and Class 1 National Insurance deductions.

INTERNAL USE ONLY : Approved as allowable : Invoice number and date : Paid date :