



Expenses Claim

Name:		Working At:			Week ending date:	
DATE	DESCRIPTION <small>(Please give details of expenditure, eg name of client entertained).</small>	TOTAL COST	MILES TRAVELLED	MILEAGE RATE	TOTAL MILEAGE £	TOTAL CLAIM

I certify that I have actually incurred expenses of £..... I have provided receipts as proof of expenses (attached) where possible.

Signature of Claimant.....Authorised By.....

Date..... Print Name.....