

## Expenses claim form

### Repairs and renewals

Description	Amount £
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Tools and clothing

Description	Amount £
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Travel

Description	Amount £
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Accommodation

Description	Amount £
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Professional fees

Description	Amount £
_____	_____
_____	_____

### Telephone

Description	Amount £
_____	_____
_____	_____

### Training

Description	Amount £
_____	_____
_____	_____

### Other expenses

Description	Amount £
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Vehicle type \_\_\_\_\_

Vehicle Number plate \_\_\_\_\_

Week	From	To	Mileage	Week	From	To	Mileage
Week 1				week 27			
Week 2				week 28			
Week 3				week 29			
Week 4				week 30			
Week 5				week 31			
Week 6				week 32			
Week 7				week 33			
Week 8				week 34			
Week 9				week 35			
Week 10				week 36			
Week 11				week 37			
Week 12				week 38			
Week 13				week 39			
Week 14				week 40			
Week 15				week 41			
Week 16				week 42			
Week 17				week 43			
Week 18				week 44			
Week 19				week 45			
Week 20				week 46			
Week 21				week 47			
Week 22				week 48			
Week 23				week 49			
Week 24				week 50			
Week 25				week 51			
Week 26				week 52			

Total Mileage \_\_\_\_\_

You agree that you have retained a receipt or invoice as proof of any expenses that is being claimed.

If you do not hold a receipt or invoice then you must notify us and the expenses that are being claimed cannot be claimed for and/or offset as an expenses against any income earned within the given period.