

**Expenses Claim Form**

Staff Name: \_\_\_\_\_

<b>Week 1</b>					
<b>Date</b>	<b>Client to Client Destination</b>	<b>Miles</b>	<b>£ @ 30p per mile</b>	<b>Other expenses (£)</b>	<b>Total £</b>
<b>Mon</b>					
<b>Tue</b>					
<b>Wed</b>					
<b>Thu</b>					
<b>Fri</b>					
<b>Sat</b>					
<b>Sun</b>					
<b>Totals for week 1</b>					
<b>Week 2</b>					
<b>Date</b>	<b>Client to Client Destination</b>	<b>Miles</b>	<b>£ @ 30p per mile</b>	<b>Other expenses (£)</b>	<b>Total £</b>
<b>Mon</b>					
<b>Tue</b>					
<b>Wed</b>					
<b>Thu</b>					
<b>Fri</b>					
<b>Sat</b>					
<b>Sun</b>					
<b>Totals for week 2</b>					
<b>Week 3</b>					
<b>Date</b>	<b>Client to Client Destination</b>	<b>Miles</b>	<b>£ @ 30p per mile</b>	<b>Other expenses (£)</b>	<b>Total £</b>
<b>Mon</b>					
<b>Tue</b>					
<b>Wed</b>					
<b>Thu</b>					
<b>Fri</b>					
<b>Sat</b>					
<b>Sun</b>					
<b>Totals for week 3</b>					

**Staff Name:** \_\_\_\_\_

<b>Week 4</b>					
<b>Date</b>	<b>Client to Client Destination</b>	<b>Miles</b>	<b>£ @ 30p per mile</b>	<b>Other expenses (£)</b>	<b>Total £</b>
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

**Totals for week 4**

<b>Week 5</b>					
<b>Date</b>	<b>Client to Client Destination</b>	<b>Miles</b>	<b>£ @ 30p per mile</b>	<b>Other expenses (£)</b>	<b>Total £</b>
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

**Totals for week 5**

<b>Signed:</b>	<b>Date:</b>	<b>Total claimed for all 4 (or 5) weeks £</b>
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**For office use only**

<b>Month</b>	<b>Nominal Code Category</b>	<b>Nominal Code</b>	<b>£ Total</b>	<b>Payment Date</b>	<b>Cheque No.</b>
<b>Grand Total</b>					