

[Enter your Company name]

expense claim

Name..... Week No..... Week Ending.....

Record no.	Date	Description and Reason	Gross	VAT element	Fuel ex VAT	Motor Expense Sundry ex VAT	Vehicle Repairs ex VAT	Travel Hotel UK ex VAT	Travel Hotel Foreign ex VAT	Subsistence Allowance ex VAT	Entertaining UK ex VAT	Cinema Club ex VAT	Telephone Fax ex VAT	Printing Stationary ex VAT	Postage Stamps ex VAT	Sundry Costs ex VAT	
1			0														
2			0														
3			0														
4			0														
5			0														
6			0														
7			0														
8			0														
9			0														
10			0														
11			0														
12			0														
13			0														
14			0														
15			0														
16			0														
17			0														
18			0														
19			0														
20			0														
Total Claimed TOTALS			0	0	0	0	0	0	0	0	0	0	0	0	0	0	Total of E to Q 0

Highlighted figures should match

Signed.....

All invoices/receipts to be attached on original

Signed

by claimant

Dated

Date.....

Signed.....

by Manager

