

Contractor Expense Claim form



Mileage Log			
Date	From	To	Total Miles

(£0.55 ppm for the first 10,000 miles.

£0.25 ppm for any mileage in excess of 10,000 miles.)

TOTAL MILES _____

55ppm / 25ppm _____

Non- Receipted Claims	
Unusual early start (before 6am) @ £5.00	
1 Meal (5 hour shift) @ £5.00	
2 Meals (10 hour shift) @ £10.00	
Unusual late finish (after 8pm) @ £15.00	
Telephone (pre-pay max £10.00 per week)	
Washing of work wear (max £10.00 per week)	
Home Office @ £6.00 per week	
Overnight @ £25.00 per night	
Personal Incident Expenses @ £5.00 per overnight	
Accountancy Fee	

Receipted Claims	
Accommodation	
Equipment	
Stationery & Postage	
Training	
Car Hire / Equipment Hire	
Purchase of work wear	
Books & Journals	
Parking	
Toll Bridges	
Other	

Contractor Name:

Company Name:

Agency/Client:

Week Ending:

____ / ____ / ____

Declaration:
The above expenses have been incurred wholly in conjunction with performing my duties. I understand that without providing valid receipts, my expenses will not be processed and the amount will be reversed.

Signed: _____

Date: ____ / ____ / ____

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