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| NAME | WEEK ENDING |
| AGENCY | |

expenses claim form

| Date | Receipt No | Description | VAT | Accommodation | Taxis | Food | Other | Totals | Remarks |
|------|------------|-------------|-----|---------------|-------|------|-------|--------|---------|
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I can confirm that all the above expenses are in line with the allowable expenses policy.
You are to keep hold of all receipts for your records.

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| SIGNATURE |
| PRINT NAME |

| Date | Business Miles | Total | Journey from | Journey to | Returning to | Remarks |
|------|----------------|-------|--------------|------------|--------------|---------|
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Business miles are only available for mileage carried out whilst in work.
Mileage from home to work is NOT allowable under the Rules from the Inland Revenue.

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| SIGNATURE |
| PRINT NAME |