Expense Claim

Submit business expenses with receipt photos, categories, mileage and VAT, for manager approval.

Claimant

Employee name *	
Department / cost centre	
Claim date *	_____ / _____ / _____

Expenses

Expenses 1

Date of expense *	_____ / _____ / _____
Category *	
Description / business purpose *	
Miles (if mileage)	
Amount (£) *	
VAT (£)	
Receipt photo	*Attach photo or sketch*

Expenses 2

Date of expense *	_____ / _____ / _____
Category *	
Description / business purpose *	
Miles (if mileage)	
Amount (£) *	
VAT (£)	

Receipt photo	*Attach photo or sketch*

Expenses 3

Date of expense *	_____ / _____ / _____
Category *	
Description / business purpose *	
Miles (if mileage)	
Amount (£) *	
VAT (£)	
Receipt photo	*Attach photo or sketch*

Declaration

I confirm these expenses were incurred wholly and necessarily for business purposes.

Claimant signature *	
Approved by	
Approver signature	
Date approved	_____ / _____ / _____

* Required