

Expenses Claim Form

Claim money spent on somebody else's behalf in a form that ties each line to a numbered receipt and gets signed off.

A claim for money spent on somebody else's behalf, with a line per receipt and a place to attach them.

NO RATES ARE PRINTED HERE

What can be claimed, what evidence is needed and how mileage is treated are set by the organisation paying and by local tax rules. This form prints no rates and no rules; it records the claim.

Claimant

Department, team or job

Period

Claim number

Date	What it was for	Category	Paid by	Receipt no.	Amount

Number of receipts attached

Total claimed

Currency

DECLARATION

I certify that this claim is for expenses actually incurred and that the receipts attached are genuine.

Claimed by

Approved by

Date paid