

All claims for expenses need to be sent to us no later than Tuesday @ 12.00 Noon to ensure payment

FAIRGATE CONSTRUCTION SERVICES

FAX: 0121 707 8354

Fax: 0121 6630764

Expenses Forms

Please ensure that all information is completed correctly, i.e. **NAME, AGENCY**, forms which have not been duly completed, will NOT be accepted.

(NAME):

(AGENCY):

DATE	DESTINATION AND REASON FOR JOURNEY	MILES CLAIMED	MILES CLAIMED TO DATE

Use of private car only:

Make:

Model:

C.C.:

MILES CLAIMED:

MILES CLAIMED TO DATE:

First 10,000 Miles	10,000 Miles Plus
40p	25p

- Expenses associated with travelling to or working at a site are allowable for up to 24 months at one site provided you do not expect to be at that site for more than 24 months.
 - Expenses will only be accepted for the above categories.
- All original receipts need to be attached to each claim form. Photocopies are not acceptable.

Date	Expenses	Total for Week
	Tools / Clothing =	
	Accommodation =	
	Food =	
	Parking / Toll Roads =	
	Travel =	
	Total Expenses =	

Declaration

I confirm that all the above expenses are correct and true, that they were all incurred during the performance of my duties as an employee of _____

Signed:

Date: