EXPENSES FORM  Tel 01525 712230 Email expenses@your-pay.co.uk made simple

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| --- | --- | --- | --- |
| Name: |  | Agency: |  |
| Week Ending: |  | Emp No: |  |

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| **Mileage:** | CAR: 45p per mile | Motorbike: 24p per mile | Bicycle: 20p per mile |

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| Date: | Receipt No: | Description: | VAT | Accommodation: | Taxi/Fares: (eg bus, train. Please  Specify) | Petrol: | Mileage: | Daily  Food  Allowance: | Other Items:  (eg. Food, PPE. Please specify) | Totals: |
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|  |  | TOTALS: |  |  |  |  |  |  |  |  |

* Please return all expenses forms and the corresponding copied receipts by the close of business on Monday.
* You are required to keep your original receipts for your own records.
* If you spend over 5 hours away from home you can claim £5 per day for food, if you are away from home for over 10 hours you can claim £10 (£8 between 6-10 hours).
* For help and guidance on what you can claim, please call our team on 01525 712230 or

visit the website: [www.your-pay.co.uk](http://www.your-pay.co.uk) . Multiple forms can be used each week.