

## STAFF EXPENSES RECLAIM FORM

Please attach receipts to the back of this form on the right hand side

<b>NAME:</b>		<b>Ref:</b>	
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Please legibly print your name in full

**IMPORTANT:** We will only reimburse you if you supply a valid receipt or supplier invoice attached to the back of this claim. Please note the debit or credit card payment transaction receipt, which looks like a receipt but states "This is not VAT receipt", cannot be accepted as a substitute for a valid, original receipt or invoice.

Date	Description of expenditure	GROSS £	VAT £	NET £	Confirm you have attached a valid receipt
					✓ <input type="checkbox"/>
					✓ <input type="checkbox"/>
					✓ <input type="checkbox"/>
					✓ <input type="checkbox"/>
					✓ <input type="checkbox"/>
					✓ <input type="checkbox"/>
					✓ <input type="checkbox"/>
					✓ <input type="checkbox"/>
					✓ <input type="checkbox"/>
					✓ <input type="checkbox"/>
<b>TOTALS</b>		£	£	£	

Claimant must sign below:

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Paid by Bank Transfer

☐

Paid from Petty Cash

☐

By signing this form I confirm the above expenses were incurred in the course of carrying out my duties as an employee of Maisco.

**STAFF MILEAGE RECLAIM FORM**

Please attach receipts to the back of this form on the right hand side

<b>NAME:</b>		<b>Ref:</b>	
<small>Please legibly print your name in full</small>		<small>Admin department's folio reference</small>	

In order to reimburse you for mileage claims without creating a charge to tax, the HMRC require we retain a detailed record of the business journeys you undertake on our behalf. Unless you disclose the start and finish of your journey in sufficient detail to allow us to verify your mileage on an online route planner, we will reject the claim, and you will have to resubmit.

Date of Journey	Starting Point	Destination	Business Mileage Claimed

**TOTAL BUSINESS MILES CLAIMED**

<small>miles</small>
<b>£</b>

Claimant must sign below:

**Mileage Claim  
at 45 ppm:**

	Paid by Bank Transfer <input type="checkbox"/>	Paid from Petty Cash <input type="checkbox"/>
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By signing this form I confirm the mileage claimed was incurred exclusively in connection with the execution of my employed duties with Marisco. I also confirm I have not claimed more than 10,000 business miles in either this job, or a previous one, since 6th April 2018.