

NAME:		Ref:	
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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"/>
TOTALS		£	£	£	

Claimant must sign below:

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.

