



CLAIM FORM NUMBER \_\_\_\_\_

*Please return*

INVOICE NUMBER \_\_\_\_\_

INVOICE DATE \_\_\_\_\_

# Expense Claim Form

This form should be used to claim mileage payments, fares, parking fees and subsistence allowances. Please only claim for travel over and above your normal commute per day to the office i.e. the additional expense that you have incurred.

Please note that all expenses will be subject to a separate invoice which is payable within our terms of business.

**I Certify that:**

1. I have a current full licence to drive the vehicle used and I have valid insurance; this covers me for business use and indemnifies my employer against third party claims.
2. My vehicle is taxed, has a valid MOT certificate (if older than 3 years) and is in roadworthy condition. I do not have any physical or mental disability / condition which affects my fitness to drive or take any drugs or substances which impairs my ability to drive.
3. The journeys claimed were necessary to enable me to perform my duties and were so arranged that a minimum of expense was incurred, consideration was given to time and travel management so as to avoid driver related fatigue and stress.
4. The amounts claimed are accurate and I have actually incurred expenditure on meals for which subsistence allowances are claimed.

Please copy for your records and email to: [finance@chrecruitment.co.uk](mailto:finance@chrecruitment.co.uk)

Consultant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Consultant:	
Nature of Assignment:	
Client Name and Address:	Limited Company Address:

VAT Number: \_\_\_\_\_

DATE	START OF JOURNEY	END OF JOURNEY	REASON FOR JOURNEY	MILEAGE CLAIMED	TRAIN FARE / PARKING £	SUBSISTENCE £

Mileage Rate of £: £ \_\_\_\_ / \_\_\_\_ p

£ ____ / ____ p	£ ____ / ____ p	£ ____ / ____ p
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Authorising Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

I certify that the above expenses have been incurred and that payment will be made in accordance with the Terms of Business which are located at: [www.chrecruitment.co.uk/terms\\_temp](http://www.chrecruitment.co.uk/terms_temp)

CLIENT (To be completed by CH Recruitment)		
Total:	VAT	Total inc. VAT
£	£	£

CANDIDATE (To be completed by CH Recruitment)		
Total:	VAT	Total inc. VAT
£	£	£