HALFORDS PERSONAL EXPENSE CLAIM FORM

Guidelines on what you can claim, and business mileage rates are on the Personnel bulletin board.

Name:		Cost Centre		Payroll No:	

Indicate type of claim (one only). Submit separate claim if necessary.

	Normal expenses, authorised by Line Manager								
	Relocation, authorised by Personnel								
	Business entertainment, authorised by Functional Director								
	Recharge, authorised by Line Manager		Cost centre to be charged:						
Car details (please tick):									
Mileage rate - use a separate form if more than one is applicable									

Date	Journey Details					Actual Milage	Less Commuting Mileage	M Clair
		to		to				
		to		to				
		to		to				
Full description of expense: - Claims over £10 require a VAT receipt. - list names if you are claiming for other employees								

Date	Description	Exc. VAT	VAT	T
Total expense				
Total business mileage				
Total claim to be paid				

I certify that these expenses were incurred by me whilst on company business

Signature:		Print Name:	Date:
Authorised:		Print Name:	Date: