Expenses Form

grafton recruitment

V2 07/15

EMPLOYEE NAME: _____ TITLE: _____

BRANCH: _____ PURPOSE: _____

Date	Item	Clock Reading Before	Clock Reading After	Total Mileage	Other i.e. Lunch etc	Total

I confirm that the amount £_____ as detailed above was incurred solely in carrying out Company Business including those expenses where no receipts can be provided.

Employees Signature: _____ **Total Due:** _____

Clients/Employer Signature: _____ **Date:** _____