SELF EMPLOYED EXPENSE FORM

All expenses must be supported by a reciept.

First Names	**Place Of Work**
Surname	**Recruitment Agency or Agencies**

TRAVELLING EXPENSES - You can claim mileage from home, to work, back to home. Enter your journey details below:-

Vehicle	**Up to 10,000 miles**	**Over 10,000 miles**
Cars/Vans	45 pence per mile	25 pence per mile
Motorcycles	24 pence per mile	24 pence per mile
Cycles	20 pence per mile	20 pence per mile

*** CAR REGISTRATION MUST BE ENTERED**
*** BIKE REGISTRATION MUST BE ENTERED**
*** MAKE OF BICYCLE MUST BE ENTERED**

DATE	VEHICLE	CAR REG / BIKE REG or MAKE OF BICYCLE	JOURNEY DETAILS (enter from home to work back to home)	TOTAL MILES

TOTAL MILAGE

TOTAL COST £

Meal Expenses - Reciepts must be attached.

DATE	DETAIL OF EXPENSE	COST
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£

TOTAL COST £

Examples of Meal Expenses Work related
Breakfast
Lunch
Evening Meal
Other

Only claimable if they are business related.

Miscellaneous Expenses - All recipts will be required to process these payments

DATE	DETAIL OF EXPENSE	COST
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£

TOTAL COST £

Examples of Miscellaneous Expenses Work Related
Fares (e.g. Air, Rail , Oyster Card etc)
Telephone & internet
Car Hire or tools
Postage, Faxing & Photocopying
Stationary
Medical Test
Subscriptions
Books & Journals
Training Courses
Clothing, Tools
Overnight Accomodation
Driving Licence Renewal

I declare that the above expenses were incured wholly, exclusively and necessarily in the performance of my duties

SIGNED _____ DATE _____

FAX YOUR EXPENSE FORM AND RECIEPTS TO : 020 8582 0022 OR email to sujan@electsolutions.co.uk
POST - Elect Solutions, Basepoint, 272 Field End Road, Eastcote, Middlesex, HA4 9NA