Danbro Limited - Employee Expense Record Form

Employee Name

Week / Month Ending

PLEASE SIGN & SEND THIS FORM TO US WITH YOUR TIMESHEET AND RECEIPTS.

(Expenses will not be paid unless they are accompanied by relevant receipts)

Expenses for the period

Please input information below, into these four columns only

Enter Date	Enter Narrative	Select Expense	Enter Amount	OFFICE USE ONLY						
Date	Expense Description	Expense Type	Amount Paid	Travel Costs	Business Mileage	Subsistence Claim	Accomodation Charges	Professional Subscriptions	Telephone Charges	Sundry Items

Mileage for the period

Enter the total number of miles claimed from PREVIOUS expense claim in cell D34		0	OFFICE USE ONLY
Date	Journey Details	Number of Miles	
	Mileage for the period	Business Mileage	
Total			

Approved Business Mileage Allowance	Pence per mile
	2006/07
First 10,000 miles annually	£0.40
10,000+	£0.25

Summary Business Mileage Log		
Total miles per previous log	Miles claimed this period	Total miles claimed in year
0		

Signature

Dated