## **EXPENSE CLAIM FORM**





			MILEAGE paid at £0.45 per mile			EXPENSES				
Date	Purpose of Expense	MILES	GROSS		Fares and other expenses with no VAT	Other Expenses where VAT is shown on receipt	<b>Total</b> VAT	Total (Net)	Total (Gross)	
	Only complete white areas of the form: Others will autocomplete. EG below									I
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		0	£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	ı
certify that this claim is completed in accordance with CoTrain's instruction and that I have made the official journeys and incurred the expenses detailed above.							VAT	Net	Gross no VAT	Gro
ya				отролосо сола		Mileage			£0.00	£
mployee Signa	ature:	Dated:				Expenses	£0.00	£0.00	£0.00	£
		_				TOTAL	£0.00	£0.00	£0.00	£
ertity that the jou	urnerys have been authorised and that this claim is approved for payment.									
uthorised Sigr	natory:	Dated:								
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