

EXPENSE CLAIM FORM



Date:

Employee Name: _____

[illegible]

I 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.

Employee Signature: _____ Dated: _____

I certify that the journeyrs have been authorised and that this claim is approved for payment.

Authorized Signatory: _____ Dated: _____

Added to Sage: _____ Dated: _____

	VAT	Net	Gross no VAT	Gross
Mileage			£0.00	£0.00
Expenses	£0.00	£0.00	£0.00	£0.00
TOTAL	£0.00	£0.00	£0.00	£0.00