

**CLIENTS NAME:** \_\_\_\_\_

**CONTRACTORS NAME:** \_\_\_\_\_

**LIMITED COMPANY NAME:** \_\_\_\_\_

**WEEK ENDING/SUNDAY** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

	<b>Expense</b>	<b>Comments</b>	<b>Amount</b> EXCLUDING VAT
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			
		<b>Net Amount</b>	<b>£</b>
		<b>VAT</b>	<b>£</b>
		<b>Gross Amount</b>	<b>£</b>

I am satisfied that the expense is for company purposes and will now be invoiced accordingly. Please provide original receipts for all claims made.

**PLEASE COMPLETE IN FULL**

**AUTHORISED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_