yellowwages
we've got you covered

expenses claim form

Expense claims can be submitted on this form or online in the Yellow Wages Portal; http://yellowwages.co.uk/

Personal Details - Failure to complete this section in full may prevent your claim being processed.

Full name

Tel

Agency

Ref. no

Period start date Day/Month/Year

Period end date Day/Month/Year

Print the name of the recruitment agency you were working through when you incurred the expenses on this form.
Submit a separate Expense Form for each agency.

Tick this box if you have more than one recruitment agency registered with Yellow Wages ☐

Subsistance & Mileage

	Time Left home	Time Arrived home	Breakfast	Meal one	Meal two	Evening meal	No. car/van miles	No. bicycle miles
Monday	:	:	£ .	£ .	£ .	£ .		
Tuesday	:	:	£ .	£ .	£ .	£ .		
Wednesday	:	:	£ .	£ .	£ .	£ .		
Thursday	:	:	£ .	£ .	£ .	£ .		
Friday	:	:	£ .	£ .	£ .	£ .		
Saturday	:	:	£ .	£ .	£ .	£ .		
Sunday	:	:	£ .	£ .	£ .	£ .		
		Total	£ .	£ .	£ .	£ .		

All Other Expenses

Travel

Public transport (Rail, Tube, Bus, Ferry) £ .

Taxis £ .

Flights £ .

Parking £ .

Car hire £ .

Accommodation & Associated Expenses

Overnight meal subsistance £ .

Hotels, B&Bs & Rent £ .

Utility bills £ .

Miscellaneous Expenses

Telephone £ .

Postage, Faxing & Photocopying £ .

Stationary £ .

Books & Journals £ .

Training courses £ .

Subscriptions £ .

Other (Please specify) £ .

Other (Please specify) £ .

I confirm that all the expenses I am claiming were incurred wholly, exclusively and necessarily in the performance of my duties and that I meet the relevant qualification criteria for claiming each type of expense; all in accordance with the relevant provisions of the Income Tax (Earnings and Pensions) Act 2003.

Signed Date Day/Month/Year

15 John Bradshaw Court, Alexandria Way
Congleton, Cheshire, CW12 1LB

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