

Business Expense Claim Form

I declare that the below business expenses were wholly, exclusively and necessarily incurred in the performance of my duties as an employee of Bishopsgate Business Solutions Ltd. I do not expect to be at one site for more than 24 months. I do not intend to cease working for Bishopsgate Business Solutions Ltd at the end of this assignment. Please provide receipts where necessary (credit card slips are not receipts).

NAME: EMPLOYEE NUMBER:
ASSIGNMENT WORKSITE: ASSIGNMENT START DATE: DD/MM/YYYY

Private Vehicle

Please be advised that registration details must be provided and proof of ownership may be requested.

Make:	Model:
CC:	Reg:

Mileage

Rates per tax year (pence per mile):

- ⌘ Car: 0.45p for the first 10,000 miles and 0.25p thereafter.
- ⌘ Motorbike: 0.24p.
- ⌘ Bicycle: 0.20p.

Date	Postcode		Mileage	Claim (£)
	From	To		
Total:				

Additional Business Expense (Public Transport, Clothing etc.)

Date:	Business Expense Details	Claim (£)
Total:		

Business Expense Claim Form Total

Total:	
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I declare that the vehicle used is roadworthy and insured for business purposes (please tick)

Subsistence

Date	Times		Total Hrs	Claim (£)
	Departed	Returned		
Total:				

SIGNED:
DATE: DD/MM/YYYY

For further information please visit bishopsgatepay.co.uk

