



Name:

Week Ending:

Car reg (if app)

Car Make

Car Model

Engine Size Petrol/Diesel/LPG*
*Please delete as appropriate

Days Worked

(Please tick days worked)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mileage (Please include VAT fuel receipt)

Please fill in all car details above if claiming mileage

Total Mileage for day							
Post Code (left)							
Post Code (Destination)							
Total	£	£	£	£	£	£	£

NOTE: Any additional mileage should be submitted on an Additional Mileage Form.

Travel and Subsistence (Please include all receipts)

Lunch (Max £10)							
Evening Meal (Max £15)							
Public Transport	£	£	£	£	£	£	£
Total	£	£	£	£	£	£	£

Accommodation (Please include all receipts except incidental which is non-receipted)

Accommodation Type	Hotel / BB	Hotel / BB	Hotel / BB	Hotel / BB	Hotel / BB	Hotel / BB	Hotel / BB
	Rent a room	Rent a room	Rent a room	Rent a room	Rent a room	Rent a room	Rent a room
Accommodation Cost	£	£	£	£	£	£	£
Incidental Fee	£	£	£	£	£	£	£
Total	£	£	£	£	£	£	£

NOTE: All 'rent a room' claims must include a signed and dated Rent A Room Form.

Misc (Please include all receipts)

Admin (stationery, stamps etc.)	£
Other (Training, memberships etc.)	£
Total	£

FOR OFFICE USE ONLY

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Mileage		
Travel and Subsistence		
Administrative		
Other		

Weekly Expenses Totals

Mileage	£
Travel and Subsistence	£
Total Accommodation Expenses	£
Misc Total	£
Weekly Grand Total	£

FAX: 0844 879 7202, EMAIL: expenses@mypay.uk.com
POST: MyPay Ltd, Sovereign House, Stockport Road, Cheadle, SK8 2EA
Please include a copy or original receipts
Any questions please contact MyPay on 0844 879 7201

I confirm that these expenses are wholly, necessarily and exclusively for business use and comply with the 24 month rule*.

<hr/>	<hr/>	<hr/>
Print Name	Signature	Date

(14/01.1)

*24 Month Rule - I am working at a temporary place of work and do not expect to do continuous work at the same place for longer than 24 months.
 Please note - Any tax liability caused by the misdeclaration of business expenses will belong to the individual