

Expense Claim Form (Part A)

Name:	
Champion Reference No:	
Date w/e:	

Make of Vehicle:	
Model:	
Engine cc:	
Registration No:	



Use a photocopy of this master when submitting expense claims.

Please consult your expense guidelines before making a claim.

For mileage claims please provide a minimum £13 VAT receipt for every 100 miles claimed.

**Post all claim forms/receipts to Champion Contractors, 1 Worsley Court,
High Street, Worsley, Manchester M28 3NJ**

Mileage

Date	Destination Start	Destination Finish	Reason for Journey	Speedometer Start	Speedometer Finish	Miles	Claim £
TOTALS							

I declare that the above referenced expenses were incurred wholly, exclusively and necessarily in the performance of my duties.

Signed: _____

Date: _____

Expense Claim Form (Part B)

Name:	
Champion Reference No:	
Date w/e:	



Use a photocopy of this master when submitting expense claims.

Please consult your expense guidelines before making a claim.

Attach original VAT receipts with your claim form. Photocopies are not accepted.

**Post all claim forms/receipts to Champion Contractors, 1 Worsley Court,
High Street, Worsley, Manchester M28 3NJ**

Date	Travel & Subsistence - detail all reasons for the claim. (Travel fares ((not mileage)) and meal costs incurred when staying away from home)	Net	VAT	Total
Total				

Date	Accommodation - detail all reasons for the claim. (Includes name, address of non permanent residence)	Net	VAT	Total
Total				

Date	Incidentals - detail all reasons for the claim. (Includes daily allowances, subscriptions, tools & equipment, business telephone calls etc.)	Net	VAT	Total
Total				

I declare that the above referenced expenses were incurred wholly, exclusively and necessarily in the performance of my duties.

Signed: _____

Date: _____