Expense C	Claim Form (Part A)						
Name:							1 0 N I
Champion Reference No:			Use a photocopy of this master when submitting expense claims.		ION		
Date w/e:			contractors				
			Please consult your expense gui	delines before making a	claim.		
Start date at current site:							
			For mileage claims please provide	a minimum £13 VAT rece	ipt for every 100 miles cla	aimed.	
Make of Vehicle:			 -				
Model:			Post all claim forms/receipts to Champion Contract Services Limited, 1 Worsley Court,				
Engine cc:			High Street, Worsley, Manchester M28 3NJ				
Registration	No:						
<u>Mileage</u>							
Date	Destination Start	Destination Finish	Reason for Journey	Speedometer Start	Speedometer Finish	Miles	Claim £
	!	<u> </u>		Į.	TOTALS		
	the above mileage expense ontract Services Limited.	es were incurred wholly, exclusively	y and necessarily in the performance of my duties as an en	nployee of			
Signed:			Date:				

Expense	Claim	Eaum .	/Dart	D١
Expense	Ciaiiii	LOUIL I	rari	D)

Expense C	Claim Form (Part B)				
Name:	Use a photocopy of	f this master when submitting expense claims.			110001
Champion R	Reference No:		CHA	1MF	ION
Date w/e:	Please consult you	ur expense guidelines before making a claim.		con	tractors
Start date at	t current site: Attach original VAT	receipts with your claim form. Photocopies are not	accepted.		
			·		
		ns/receipts to Champion Contract Services Limi ley, Manchester M28 3NJ	ted, 1 Worsley	Court,	
Date	Travel & Subsistence - detail all reasons for the claim. (Travel fares ((not mileage)) and meal costs in	curred when staying away from home)	Net	VAT	Total
				Total	
Date	Accommodation - detail all reasons for the claim. (Includes name, address of non permanent residence	ce)	Net	VAT	Total
		•			
				Total	
				_	
Date	Incidentals - detail all reasons for the claim. (Includes daily allowances, subscriptions, tools & equipme	ent, business telephone calls etc.)	Net	VAT	Total
				Total	
	t the above expenses were incurred wholly, exclusively and necessarily in the performance of my duties as ontract Services Limited.	s an employee of		<u>-</u>	
Signed:	Date:				