mypay

Name:		Car Make	
Week Ending:		Car Model	
Car reg (if app)		Engine Size	Petrol/Diesel/LPG*

*Please delete as appropriate

Days Worked

(Please tick days worked)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
☐	☐	☐	☐	☐	☐	☐

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 Additonal 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 Rent a room	Hotel / BB Rent a room	Hotel / BB Rent a room	Hotel / BB Rent a room	Hotel / BB Rent a room	Hotel / BB Rent a room	Hotel / BB 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

	1	2
Mileage		
Travel and Subsistence		
Administrative		
Other		

Weekly Expenses Totals

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

FAX: 0161 341 0024, 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 0161 428 3993

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

Print Name _____ Signature _____ Date _____

(15/06)

*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