

GABEM MANAGEMENT LIMITED

Expense Claim Form

Please keep this copy and photocopy for all future claims. Post the signed and completed form to our Expenses Department, Gabem Management Limited, PO Box 83, Petworth, GU28 8BD

Name		Gabem Reference	
Worksite		Start date at this Site	
Worksite Address			

- Expenses associated with travelling to or working at a site are allowable for up to 24 months at one site provided you do not expect to be at that site for more than 24 months;
- Only those expense categories listed on the claim form will be accepted;
- Incorrect or partially completed claims will not be processed and will be returned;
- Attach all original itemised receipts to support your expense claim. Copies of receipts are not acceptable. Gabem is required by HMRC to validate as far as is possible, that only legitimate expenses are processed;
- Always complete both sheets unless only claiming mileage and/or daily food. **VATable receipts must be included except for the FOOD category where you must retain them and produce them on demand.**

Please note that if driving in a company vehicle and you pay for the fuel, the rate you can claim is different. Please tick the box if you are claiming mileage for a company vehicle

Vehicle	First 10,000 miles	10,001 miles plus
Car	45p	45p
Motorbike	24p	24p
Bicycle	20p	20p

Make and Model		CC	Registration
Date	Destination - from and to	No. of miles	£ Claims
Total			

Fuel Receipts must be included with all mileage claims

Food Claims

Date	Hours away from home	Amount	Additional information
			FOOD - If you are away from home for over 5 hours you can claim £5 per day. Over 10 hours you can claim £10 per day. Receipts need to be retained for your records and auditing purposes. For evening meals when staying away from home over night please submit the claim in the accommodation and food section. Receipts must be provided for this part of the claim.
Total claim		£	

Declaration

I declare that the above expenses were incurred wholly, exclusively and necessarily in the performance of my duties as an employee of Gabem Management Limited. I have read and understood Gabem "Expense Guidelines Information Sheet" and Gabem "Health and Safety Policy". I can confirm that my car remains insured, roadworthy, fit for its purpose and continues to have a current MOT Certificate. I declare that I expect to be working at the current location for less than two years. I will go on to work at another workplace when this assignment ends. I do not intend to cease working for the company at the end of this assignment.

Signed: _____
Name: _____

Date: _____
Gabem Reference: _____

