Contractor Name:		Car Make	
Week Ending:		Car Model	
Car reg (if app)		Engine Size	

Days Worked	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Mileage

Mileage (40p per mile)							
Post Code (left)							
Post Code (Destination)							
One Way/ Return	One Way Return	One Way Return	One Way Return	One Way Return	One Way Return	One Way Return	One Way Return
Total	£	£	£	£	£	£	£

Travel and Subsistence

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

Accommodation

Location (Delete as appropriate)	Inside London Outside London	Inside London Outside London	Inside London Outside London	Inside London Outside London	Inside London Outside London	Inside London Outside London	Inside London Outside London
Accommodation Type	Hotel / BB Friends & Family	Hotel / BB Friends & Family	Hotel / BB Friends & Family	Hotel / BB Friends & Family	Hotel / BB Friends & Family	Hotel / BB Friends & Family	Hotel / BB Friends & Family
Accommodation Cost	£	£	£	£	£	£	£
Incidental Fee	£	£	£	£	£	£	£
Total	£	£	£	£	£	£	£

Misc

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

Billable Expenses (Paid by agency or end client)

Mileage (number of miles)		
Mileage (Amount)		£
Travel and Subsistence		£
Other		£
Total		£

Weekly Expenses

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

FOR OFFICE USE ONLY

Mileage		
Travel and Subsistence		
Administrative		
Other		
Billable Expenses		

Please Include all receipts with expenses

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*.

Print Name _____ Signature _____

*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.