FENCROSS
Excellence Through Innovation
Umbrella

Fencross Management Solutions Ltd
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Expenses Claim Form

Please ensure you complete all relevant fields. Incomplete or incorrect forms will not be accepted.
Original receipts are required to verify against your mileage claim form, and to check that your claim is legitimate with HMRC. Please ensure that the receipts are attached to the correct claim form, and posted to Fencross Management Solutions Ltd, Rainham House, New Road, Rainham, Essex, RM13 8RA.
Your expense claim form, and all supporting documents must be received on the Wednesday of each week to be claimed within the same week.
Please see Expenses Policy for further information, including what can be claimed.
You can claim £0.45p per mile for the first 10,000 miles travelled in any tax year. Thereafter the allowance is £0.25p per mile.

Week Ending Date: D D M M Y Y

Date	Details (type of expense incurred must be outlined (i.e. subsistence, travel, accommodation etc.)	Amount Claimed (£)	VAT
	Total		

DECLARATION
I declare that the above expenses claimed have been incurred wholly, exclusively and necessarily in the performance of my duties. I understand that my claims will only be processed once they have been verified, and all necessary receipts have been submitted.

Name | Date D D M M Y Y | Signed

OFFICE USE ONLY: Portal Claim ID: