

CONTRACTOR GENERAL EXPENSE FORM



All legitimate expenses must be submitted with original receipts in order for them to be valid and comply with the requirements of Her Majesty's Revenue and Customs.

Date	Client	Details	Travel	Food	Accommodation	Telephone	Tools/Work Wear/Laundry	Other	VAT	Total

Declaration I declare that the expenses above are legitimate and were incurred in order to carry out my duties as a contractor for JMC Recruitment Solutions Ltd. I confirm that I have complied with the JMC Recruitment Solutions Ltd expense	Total of expenses above	
	Total Mileage Claim per attached sheet	
	Total Expenses	

Tick as appropriate: (office use only)

Standard Contractor Expense

Fixed Price Contractor Expense

ATS Contractor Expense

Rechargable to Whom (office use only)

JMC

Client

Contractor Name _____

Contractor Signature _____

Expense Claim for Week Ending _____

Authorised by JMC Recruitment Solutions Ltd _____

Authorised by Client _____