

Expense Reclaim Form

Name:		
Reason for expenses		
Client:	Week ending date	
Currency	SIGNED	

similar evidence in addition to this document and all are no more than 14 days old.

I confirm the expenses detailed below were incurred working for the client listed via Excel Technical Consulting and I have provided receipts, invoices and

I accept that repayment may not be made until the client has approved the expenses detailed and that in certain cases further information may be requested prior to approval. Expenses older than 14 days can be submitted, but the client may reject payment due to age.

DATE	DETAIL	AMOUNT
	APPROVED BY*	TOTAL AMOUNT
	*I accept the expenses detailed above and authorise payment on behalf of the named client	