Locums Limited

EXPENSES CLAIM FORM

Reg. Castle Chambers, Off Mill Bridge, Skipton, North Yorkshire. BD23 1NJ

Call: 01756 703 892
Fax: 08708 034 996
Fax: 0208 196 2393

Email:info@locumslimited.com
Website:www.locumslimited.com

NAME OF DOCTOR: _____

Model No. of Car in case of Mileage claim: _____
CC. **Fuel Type:**

Name of Agency: _____

Name of Hospital: _____

Use of Private car and Mileage Allowance
Up to 10000 Miles 0.40p
Above 10000 Miles 0.25p

Locum Dates	No. of hours worked if no timesheet submitted	Journey Details* (Destination travelled to & from) **Please mention mode of transport** e.g. Own Car, Bus, Rail, Taxi, Tube, Ferry, Flight, Motorcycle, Bicycle & whether its one way/ return & daily or weekly	No. of Miles in case of Car or amount as per Original Taxi or Travel Receipts	Parking & Congestion Charges** (original receipts)	Subsistence (Original Receipts/Standard Allowance)				Accommodation Expenses*** Mention amount and Hospital/Hotel/Free	Incidental Expenses ****
					Breakfast receipt amount	Lunch receipt amount	Dinner receipt amount	Standard Allowance No Receipt		
					£ .	£ .	£ .	£ .		£ .
					£ .	£ .	£ .	£ .		£ .
					£ .	£ .	£ .	£ .		£ .
					£ .	£ .	£ .	£ .		£ .
					£ .	£ .	£ .	£ .		£ .
					£ .	£ .	£ .	£ .		£ .
					£ .	£ .	£ .	£ .		£ .
Total no. of hours		**Total no. of miles/amount of travel receipts**		**£ .**	**£ .**	**£ .**	**£ .**	**£ .**	**£ .**	**£ .**

Other Expenses - Please provide details and amount to be claimed with original receipts only

Date of payment	Telephone (itemised bill with business calls)	Professional Subscription & Training Fees	Protective Clothings	Tools & Equipments	Stationery & Postage

Comments:

Please Note:

* You can claim mileage or travel tickets only if it is not agreed by the agency. In case of public transport only original travel tickets/receipts will be considered.

**Parking fines or any other type of penalties cannot be claimed.

*** In case of hotel/hospital accommodation only original receipts will be considered.

****If you staying away from your home and you take an overnight accommodation,you can claim £5 as incidental expense without receipts

Declaration: I declare that the above expenses were incurred wholly, exclusively and necessarily in the performance of my duties for Locums Limited. I am responsible for any additional tax liability due to non allowance of these expenses.

Signed: _____ **Date:** _____