

Name		Branch	
Date		Week Ending	

Description	Net	VAT	Total
Petrol / Mileage Allowance (attach mileage log)			
Car Park / Toll Bridge			
Vehicle Service / Repairs			
Postage			
Subs *Please give details below			
Tea / Coffee / Milk			
Papers			
Entertainment			
Cleaning e.g. windows			
Stationery			
Photocopying			
Hotel Accommodation			
Advertising			
Promotional Items			
Office Equipment			
Other (please specify)			
To be received at Head Office Tuesday for payment Friday			
Totals	£	£	£
Comments			

*Please note: The **Net** value plus **VAT** must equal **TOTAL**.

Signed		Approved	
Cheque Payable to		Cheque No	