



YOUR SUCCESS IS OUR BUSINESS

# Oriel Expense Claim Form

Candidate Name:

Agency and Site Name/Ref:

Date of Claim:  Personal Trading Company  Umbrella

**Mileage:**

Use of Private car: Make and Model:  Registration:

(To validate any mileage claim being made you must ensure that you provide fuel receipts for every 100 miles to the value of at least £12.00)

Other Vehicle Type: Hire Vehicle:  Bicycle:  Motorcycle:

Date	From	To	Total Miles

Total Miles:

**Other Expenses:**

Date	Details	Amount

Total Expenses:

Please ensure that all VAT receipts are provided and you have signed the declaration below, failure to do so will result in your expenses not being claimed and the form being returned until it is completed fully. Travel expenses incurred when travelling to site are allowed provided you do not expect to be at a site for more than 24 months. All expense forms should be sent to Oriel Contractors, Cheltenham House, Clarence Street, Cheltenham, GL50 3JR no later than a Tuesday for each pay week. Please do not fax your expense claim forms, they will not be accepted. If you need any further assistance then please do not hesitate to contact us on 0845 226 1823.

**Declaration of Expenses**

I declare that these expenses claimed have been incurred **wholly and exclusively** to carry out the performance of my duties.

Signed: ..... Date: .....