EXPENSE VOUCHER

Date

Name:

Depot Location

Depot Nbr:

Company Car (Y/N)	
Car Allowance (Y/N)	
Car Reg / Make / cc	
Use of Private car authorised by	

Using 20.00% VAT

Do not overwrite shaded columns

Transaction Date	Voucher No.	**Details off Expense/Purchase**	Amount	VAT Receipted	Nett Gross (if no Vat Taken	Nominal Code	No Vat (E)	Total
	1			£0.00	£0.00		e	£0.00
	2			£0.00	£0.00			£0.00
	3			£0.00	£0.00		e	£0.00
	4			£0.00	£0.00		e	£0.00
	5			£0.00	£0.00		e	£0.00
	6			£0.00	£0.00			£0.00
	7			£0.00	£0.00			£0.00
	8			£0.00	£0.00			£0.00
	9			£0.00	£0.00			£0.00
	10			£0.00	£0.00			£0.00
	11			£0.00	£0.00			£0.00
	12			£0.00	£0.00			£0.00
	13			£0.00	£0.00			£0.00
	14			£0.00	£0.00			£0.00
	15			£0.00	£0.00			£0.00
				£0.00	£0.00			£0.00
				£0.00	£0.00			£0.00
				£0.00	£0.00			£0.00
				£0.00	£0.00			£0.00
			TOTALS	**£0.00**	**£0.00**			**£0.00**

Remember: Your expense claim will be returned unpaid if it is not completed in line with current Divisional Procedures Manual on Travel & Entertaining. It is your responsibility & that of the manager / director signing them to ensure they are compliant. The processor will fail the claim on the 1st error. They will not continue to check for other errors. The claim will be returned to the manager approving the claim

Total Claimed
Amount in Words

Claimant **Print Name** **Signature** **Date**

NOTE: By signing these expenses you accept you are fully liable for any fraudulent or falsified claim. You confirm that the claim has been completed strictly in line with SGB / Harsco T&E policy per the current Procedures Manual

Approved By
Manager **Print Name** **Signature** **Date**

NOTE: By signing these expenses you accept you become jointly, fully liable for any fraudulent or falsified claim. You confirm that the claim has been completed strictly in line with SGB / Harsco T&E policy per the current Procedures Manual

Approved By
Director **Print Name** **Signature** **Date**

NOTE: By signing these expenses you accept you become jointly, fully liable for any fraudulent or falsified claim. You confirm that the claim has been completed strictly in line with SGB / Harsco T&E policy per the current Procedures Manual

Accounts Use Only		
Voucher Number	**Processed By**	**Date**