

Expense Form



Plate No	Name	Signature
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Date W/C	Hotels	Tolls Severn & Humber	Cash Fuel	Parking	Misc	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Totals	£	£	£	£	£	£

All tolls, cash fuel & parking expenses must be put on the PDA.

Night out allowances are paid the morning after by the operator

Receipts **MUST** be attached to this form

No receipts are required for the Dartford/ Tyne & Forth tolls, but the amounts must be put on the PDA

This form only needs to be submitted IF there are receipts to be sent in to the office.