

EXPENSE CLAIM FORM Page 2 of 2

NAME:
NOVA Ref No.

Date: <small>(dd/mm/yyyy)</small>	Meal allowance - Include details	Amount claimed:
Total meal allowance claim		£

Date: <small>(dd/mm/yyyy)</small>	Travel details - Include details of transport (i.e. train, bus, tube etc). Please exclude private car mileage - see overleaf for details	Amount claimed:
Total travel claim		£

Date: <small>(dd/mm/yyyy)</small>	Accommodation details for non-permanent address - Include details (i.e. dates stayed, proprietor, full address, telephone details etc)	Amount claimed:
Total accommodation claim		£

Date: <small>(dd/mm/yyyy)</small>	Outer protective clothing laundry allowance - maximum 2 items per day worked @ £2.20 per item	Amount claimed:
Total laundry claim		£

Date: <small>(dd/mm/yyyy)</small>	Daily Allowance - only applicable if staying away from permanent home address overnight	Amount claimed:
Total daily allowance claim		£

Date: <small>(dd/mm/yyyy)</small>	Tools purchased	Amount claimed:
Total tools claim		£

Date: <small>(dd/mm/yyyy)</small>	Telephone - Itemised bill must be included with business calls highlighted	Amount claimed:
Total telephone claim		£

Date: <small>(dd/mm/yyyy)</small>	Professional Fees/Courses	Amount claimed:
Total professional fees claim		£

Declaration

I declare that the above expenses were incurred wholly, exclusively and necessarily in the performance of my duties as an employee of Nova Contracting Ltd. I have read and understood Nova's 'Tax Deductible Expenses Guidelines'. I confirm that the expenses I have claimed relate to a temporary assignment that will last less than 24 months at this location.

I confirm that I expect to work through Nova Contracting Ltd on more than one temporary assignment

I confirm that I do not expect this to be my final assignment for Nova Contracting Ltd

Signed: _____ **Date:** _____