Meridian Accounting Services Ltd

Accounting firm expense claim form

Staff expenses - claimed with receipts, approved before payment.

Claim details

Name	Sarah Mitchell
Department	Dept
Period	October 2026
Approved by	Sarah Mitchell

Expenses

Date	Description	Amount	Receipt attached
9 November 2026	description	£45.00	Y/N

Sign-off

Claimant	Approver	Date