Ashford Business Services Ltd

Expense Claim Form

Claiming expenses without back-and-forth: what was spent, why, receipts attached, and approval, in one form.

Document	Expense Claim Form
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0
Date	**9 November 2026**
Review date	**9 November 2026**

Claimant details

Employee	**Emma Clarke**
Employee ID	**Employee ID**
Department	**Operations**
Manager	**Michael Davies**
Claim period	**November 2026**
Payment method	**£45.00**

Expense items

Date	Description	Category	Amount

Ashford Business Services Ltd

Date	Description	Category	Amount

Mileage

Date	From	To	Miles	Rate per mile	Amount

Receipts attached

Attach a receipt for every item over the receipt threshold. Items without receipts are not reimbursed.

Expense date	Description	Receipt attached?	Receipt reference

Ashford Business Services Ltd

Expense date	Description	Receipt attached?	Receipt reference

Approval

Approved by	Michael Davies
Decision	Approved / Approved in part / Refused
Approved amount	
Reason for any reduction	
Signature and date	

Payment details

Claim reference	
Checked by	
Paid on	
Payment reference	
Payment method	**£120.00**

Checklist

Done	Check
	Every expense has a date, category, amount, and a receipt attached.
	Mileage is calculated at the agreed rate with from/to locations.
	The claim is approved before payment, and the payment reference is recorded.