# Expense Claim Form

 **Contractor name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Authorised by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Company name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Chargeable to Client:** Yes [ ]  No [ ]

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| --- | --- | --- | --- | --- | --- |
| 1. Motor Vehicle Travel | Date | Client | KMS (A) | Rate (B) | Amount Claimed $(A) x (B) |
| From:  | To:  |  |  |  |  |  |
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| 2. Car Parking | Date | Location / Client | GST Amount | Total |
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| --- | --- | --- | --- | --- |
| 3. Accommodation / City | Date | Description / Purpose / Client | GST Amount | Total |
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| 4. Taxis | Date | Travel | GST Amount | Total |
| To  | From |
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| --- | --- | --- | --- | --- |
| 5. Other | Date | Description | GST Amount | Total |
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| Total Amount of Claim  | GST Total |
| $      | $      |