EXPENSE SHEET

Name:_____

Client:_____

Week Ending:_____

First Recruitment Group
Chadwick House
Birchwood Park
Warrington WA3 6AE
Te:01925 851777
Fax:0800 37771999
Email: accounts@first-careers.co.uk
www.first-careers.co.uk

DATE	DESCRIPTION	ACCOMMODATION	MILEAGE	FUEL	MEALS	PHONE	ENTERTAINMENT	OTHER	VAT	TOTAL
	TOTAL									

Sub Total	
Advances	
TOTAL	

CLIENT APPROVAL

It is hereby certified that the expenses shown are correct

Signature _____ Print Name _____