

Oak Lodge, 135 Marshall Lake Road,
Shirley, Solihull, West Midlands B90 4RB

Tel: 0121 745 7457 Fax: 0121 744 0146
e-mail: services@walker-cox.com

Expense Claim for Week Ending / /

Name of Contractor _____

Name of Client _____

Assignment Reference/Job Number _____

Client Site Address _____

	MILEAGE			HOTEL	MEALS	OTHER	TOTAL TO CHARGE
	Dist	Rate	Total				
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total							

Please attach all receipts to support claim

Contractor Signature _____

Client Approval of Expenses

I certify that the above expenses have been approved as satisfactory and that I am authorised to approve payment in accordance with the contract terms agreed

Name _____

Signature _____ Date _____

Walker-Cox Approval of Expenses

I certify that the above expenses have been approved as satisfactory and that I am authorised to approve payment in accordance with the contract terms agreed

Name _____

Signature _____ Date _____