

NOTE:

This Guidance Document should be followed by Assignees when submitting Expenses for processing.

ASSIGNEE

You will be issued with a copy of our Assignee Expenses Claim Form [GS002]. You can obtain further copies of this from your Recruitment Specialist at any time. Your Recruitment Specialist will also explain full details of what expenses can be claimed (if any) in relation to your current placement. This information does not change unless you are advised otherwise.

Ensure all relevant fields are completed including;

- Name
- Job Title
- Mobilisation/Demobilisation Date
- Description of the Expense being claimed
- Reason for Expense being claimed
- Cost

All Claims MUST be accompanied by the **ORIGINAL VAT RECEIPT(S)** and the form MUST be signed by the Assignee. You should forward your original Expense Claim by mail as soon as possible after incurring the Expense and within ONE MONTH of the end of your Assignment.

Refer to the Example Expense Claim Form on Page 2

Red Area = Assignee Signature

Yellow Area = Recruitment Specialist Signature

Green Area = Line Manager Authorisation

Incomplete forms or missing original VAT receipts may result in delayed or refused payment.

Example Expense Claim Form

Global Resources - EXPENSE Claim Form

Claimant's Name: **John Smith**

Work Location: **Murcfison**

2ND CLASS RETURN RAIL FARE OR EQUIVALENT MAXIMUM CLAIM FOR TRAVEL ORIGINAL VAT RECEIPTS MUST BE PRODUCED OR NO PAYMENT WILL BE PROCESSED

Nearest Rail Station:

Job Title: **Quasabour**

De-Mobilisation Date: **31.10.2015**

Check-In Time:

2nd Class Rail Allowance:

Date	Description: Travel From/To, Name of Accommodation, etc.	Reason (Training, Mobilisation/Demobilisation)	£ Cost	(For Office Use Only)	
				Recharge	Taxable Y/N
24.10.2013	Rail Travel - Glasgow -> Aberdeen	Mobilisation	£226.00	Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
TOTAL CLAIM			£26.00		

Claimant Signature: *John Smith*

Approved By: *Mary Brown*

MGR: *A. Thompson*

Issue: 2 Rev: 1

GR Assignee Expenses Form Form: G5002

Issue: 1

Date: Sep 15 Page: 1 of 1