

## DP customer expenses claim form

**Please use this form to claim expenses related to your receipt of direct payments.**

Please attach all receipts to this form. You must provide receipts for all expenses except for petrol (mileage) claims.

<b>DP customer name:</b>			
<b>Date</b>	<b>Reason for expense</b> E.g. mileage, ticket etc	<b>No of miles</b> @ [     ]p per mile	<b>Total cost</b> E.g. 5 miles @ 40p per mile = £2.00
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
<b>Cheque no</b>		<b>Total</b>	<b>£</b>