

# MONTHLY EXPENSES

EMPLOYEE \_\_\_\_\_

MONTH ENDED \_\_\_\_\_

<u>Date</u>	<u>Destination</u>	<u>Purpose/ Client</u>	<u>Kilometres</u>	<u>Time of</u>		<u>Subsistence</u>
				<u>Dep.</u>	<u>Ret.</u>	<u>£</u>
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