

How to claim expenses

- From time to time you may need claim expenses that you incur on behalf of your client for which you will be reimbursed. **For any expense claims you must provide copies of your expense receipts**
- If you have any expenses to reclaim please use the company's expense form and follow their expenses process. If you are unable to use theirs please contact us and we will be able to provide you with a Big Red expense form
- Please fill it in clearly, ask your manager who signs your timesheet to sign the expense form and then forward it to us with the photocopied receipts
- We require your signed timesheet, matching expense invoice and any expense claim to be received by no later than midday on the 5th working day of the following month to ensure payment
- You must provide an expense invoice that matches your expense claim form
- We will not be able to process expenses claims without clear details regarding what the expenses are for; "miscellaneous" does not represent our idea of clear details, each item of expense needs to be clearly described. **Fill in the expense claim form clearly itemising each expense**
- You must only claim expenses per calendar month, not for 'multiple months'
- Please note any expense claims must be submitted at the end of each month they have been incurred. Any claims submitted late may not be authorised for payment
- Please FAX your completed expense claim form and copies of receipts to **01789 267455** or email to **accounts@bigredrecruitment.co.uk**

If you have any further questions please contact us on 01789 267455