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| **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 **VAT RECEIPT(S)** and the form MUST be signed by the Assignee. You should forward your original Expense Claim by mail or email 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 VAT receipts may result in delayed or refused payment.** |

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| **Example Expense Claim Form** |
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