(1)Expenditure sheet, (2) Bank statements.

Expendit	ture and Outgoings			Con	Company Name:									Month/Year:		
Date	Details	Bank Expenses (£)	Cash Expenses (£)	(sep	i leage parate orm)	Travel / fares	Hotel costs	Meal costs	Overnight Incidental expenses	Use of home office	Bank charges	Accountancy	Net salary paid	Other	Director's Loan a/c	Dividends
		1														
Tatala																
Total:																L

I certify that the above expenditure has been necessarily incurred on the company's business as shown above.

Overnight Incidental Expenses: £5 per night / £10 per night if overseas

Note: All expenses must be supported by a VAT receipt/invoice

Use of home office: £18 per month (agreed with accountant if higher)