

WELCOME TO THE UC CONTRACTORS EXPENSE CLAIM FORM

Before we go any further, please note: If your contractual terms do not state clearly that expenses are applicable to your assignment then don't expect to claim any. If your agency or end client has agreed to reimburse you for expenses, we need you to let us know as well as them, hence this form.

We do process 'agency reimbursed expenses' for those applicable to you. What that basically means is that if your agency has contractually agreed that you can claim expenses (for mileage for example) then providing you actually do the miles (in the right context) and the agency pays us the allocated amount to cover the expense then we'll pass it along to you in full.

But wait... there are a few formalities to consider, evidence to be presented and certain parameters that we must respect when it comes to expenses, to get the full story, click here:

[UC Contractors: Expenses](#)

Expense Claim Form

Contact Info:

Your Job Title: _____
 First Name: _____ Last Name: _____
 Telephone Number: _____
 Email Address: _____
 Agency Name: _____ Agency Email: _____

Confirmation of Expenses:

I confirm that the following expense claim has been approved and agreed upon by my agency/ end-client and that it falls within my contractual terms and conditions for this assignment.

Contact Info:

Date of Claim: _____
 Type of Claim: Mileage Food & Drink Accommodation Equipment
 Other* *Please specify: _____

Please provide full details of this claim including the reason for the claim (i.e. journey destinations and route / reason for accommodation etc.): _____

Claim total: _____

Receipts:

We're going to need to see copies of receipts that align with this expense, we cannot process the expense without seeing this evidence. Please take a clear photo, scan or photocopy each receipt and send them to: info@UCcontractors.com using the subject line: **Your Last Name** Expense Claim Evidence

Declaration:

I declare that the information provided is accurate and agree to it being validated by UC Contractors