

## JSA EXPENSE CLAIM FORM

Name :

JSA reference number :

Agency : DREAM EDUCATION

Period End Date : \_\_\_ / \_\_\_ / \_\_\_

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1) Your Return Flight to the UK	£
2) A return flight to UK for your spouse & children	£
3) If you are staying in rented accomodation claim rent and supply the rental agreement	£
5) Utility bills	£
6) If you are staying in Bed & Breakfast or hotel accomodation x nights @ £40 per night	£
5) All Day subsistence nights @ £25.00 per night	£
6) Mileage Allowance miles @ pence per mile	£
7) Local Commuting	£
8) Parking	£
9) Business related telephone calls	£
10) Postage & Stationery	£

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**Declaration\*:**

I confirm the following in respect of this expense claim :

I qualify as a site based worker under the 24 month rule and

I qualify as a worker required to stay away from home on business

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Signed : \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

*\*claims submitted without the boxes ticked and the declaration signed will not be processed*

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Post to : JSA International Ltd, JSA House, 110 The Parade, Watford, Herts WD17 1GB