EXPENSE CLAIM

Shared Apprenticeships
This programme is part funded by citb

Date: _____ Company; Shared Apprenticeships

Name: _____

Payment Details	Date of Travel	Receipt Enclosed?	Receipt Number	Amount
Example: Train Fare from Bristol Temple Meads - Malmesbury	**05/01/2017**	**Y**	**1**	**12.50**
				-

Manager Approval _____ _____

Apprentice signature _____ Received by _____

Original Receipts must be attached.