



RECORD FORM FOR JOURNEYS WHERE THE CLIENT PAYS THE DRIVER

DRIVER'S NAME

DATE SUBMITTED

DAY	DATE	CLIENT'S NAME	FROM	TO	MILES	CASH/TOKENS RECEIVED

IF YOU HAVE ANY DIFFICULTY COLLECTING PAYMENT, PLEASE LET THE OFFICE HAVE DETAILS.

PLEASE RETURN THIS FORM TO VLU EITHER WEEKLY, OR BY THE END OF THE MONTH

NOTES:

PTO FOR WHERE THE VLU OFFICE PAYS THE DRIVER



**EXPENSE CLAIM FORM FOR JOURNEYS WHERE
THE VLU OFFICE PAYS THE DRIVER**

DRIVER'S NAME

DATE SUBMITTED

COLUMNS HEADED IN ITALICS FOR OFFICE USE ONLY

DAY	DATE	CLIENT'S NAME	FROM	TO	MILES	COST	<i>CHEQUE NO</i>	<i>INVOICE</i>

TOTAL CLAIMED £

PLEASE RETURN THIS FORM TO VLU EITHER WEEKLY, OR BY THE END OF THE MONTH

NOTES:

PTO FOR WHERE CLIENT PAYS THE DRIVER