



**Expense Claim Form**

**Don't lose your receipts.**

It sounds obvious doesn't it! But believe it or not more and more salon owners I meet are buying supplies and bits and bobs for the salon, using their own money and they don't reclaim the cost from the business. It sounds crazy but it's happening all the time.

**Here's the answer ... Get yourself an Expense tray and an expenses form.**

Whenever you buy ANYTHING for your salon out of your own pocket, keep the receipt, put it in the expenses tray and reclaim the amount monthly. To do this, just fill in your expenses claim form, total up the value of all the receipts and transfer the money from the business to you. Then send the form and receipts or paid invoices to your accountant.

<b>Company:</b>	
<b>Name:</b>	
<b>Date Range:</b>	

<b>Date</b>	<b>Description</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
	<b>Total</b>			
	(please circle) PAID VIA: BANK            PETTY CASH			