



Prior Notice of Expenses

As an employee of Backoffice UK Limited you will not be required to attend the company's office on a regular basis. Unless you notify us to the contrary you will be based at your home address. This is the address from which you will conduct the administrative tasks associated with your employment and it is the base from which you will seek contract assignments on behalf of Backoffice UK Limited. This is the basis on which the enclosed Expenses Policy is set out. However, before you can incur expenses on behalf of the company in completing an Assignment it is essential that Backoffice UK Limited is aware both of the assignment that you are intending to undertake on behalf of the company and broadly the level of expenses that you estimate will be incurred.

You must therefore complete this form **BEFORE** you incur any expenses on behalf of the company. The Company will not reimburse expenses for any period on assignment before this form has been completed. Please return this form to Backoffice UK Limited as soon as an assignment has been agreed in order to ensure that all expenses incurred can be reimbursed.

PLEASE PRINT DETAILS

Full Name:	Employee No.
Job Title:	Start Date on Site:
Date of Birth:	Agency Name:
Worksite Address:	Agency Address:
Client Contact Name:	Agency Contact:
Brief Description of Prospective Assignment:	

Please note: We understand that you can only give an estimate of your anticipated expenditure. Your replies are important but they will not be used except for guidance.

On receipt of your form we may contact you if we feel that any prospective expense needs clarification. If you do not hear from us to the contrary please proceed to complete your expense forms as normal in accordance with our Expense Policy as published from time to time.

Please complete the details overleaf.

Signed

Dated



ANTICIPATED EXPENSES and ESTIMATES

(The reference to the Policy and Note numbers refers to the attached expenses policy)

Use of Own Car or Van

Yes No

Estimated mileage per week:

Travel - eg: Train or Bus expenses

Yes No

Estimated cost per week:

Subsistence Allowances

Yes No

Estimated cost per week:

Meals

Yes No

Estimated cost per week:

Accommodation

Yes No

Estimated cost per week:

Incidental

Yes No

Estimated cost per week:

Tools/Work Clothing

Yes No

Estimated cost per week:

Professional Fees/Courses

Yes No

Estimated cost per week: