

**Expense Vouchers**  
For employees of Key Portfolio Ltd



On the few occasions when you incur a scale rate subsistence expense and are unable to obtain a receipt from the vendor, please complete an Expense Voucher at the time you incur the expense. The amount incurred does not need to match the amount of the scale rate expense claimed. We simply need to see that an expense has been incurred.

**Expense Vouchers should be retained for your own records and submitted to Key only if we request to see them as part of our expense sampling process.**

**Expense Voucher** - For employees of Key Portfolio Ltd  
Complete **one** voucher for **each** expense if unable to obtain a receipt

Name: **JOHN SMITH**

Key Reference No: **KEY0000001**

Expense: (tick only **one** box)

Breakfast Rate	<input type="checkbox"/>
Five Hour Meal Rate	<input type="checkbox"/>
Ten Hour Meal Rate	<input type="checkbox"/>
Late Evening Meal Rate	<input type="checkbox"/>

Date of Purchase: **16/01/12**

Amount Incurred: **£4.25**

Establishment Name: **KEY CANTEEN**

Signature: *John Smith*

**Expense Voucher** - For employees of Key Portfolio Ltd  
Complete **one** voucher for **each** expense if unable to obtain a receipt

Name: \_\_\_\_\_

Key Reference No: KEY\_\_\_\_\_

Expense: (tick only **one** box)

Breakfast Rate	<input type="checkbox"/>
Five Hour Meal Rate	<input type="checkbox"/>
Ten Hour Meal Rate	<input type="checkbox"/>
Late Evening Meal Rate	<input type="checkbox"/>

Date of Purchase: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Incurred: £\_\_\_\_.\_\_\_\_

Establishment Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Expense Voucher** - For employees of Key Portfolio Ltd  
Complete **one** voucher for **each** expense if unable to obtain a receipt

Name: \_\_\_\_\_

Key Reference No: KEY\_\_\_\_\_

Expense: (tick only **one** box)

Breakfast Rate	<input type="checkbox"/>
Five Hour Meal Rate	<input type="checkbox"/>
Ten Hour Meal Rate	<input type="checkbox"/>
Late Evening Meal Rate	<input type="checkbox"/>

Date of Purchase: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Incurred: £\_\_\_\_.\_\_\_\_

Establishment Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Expense Voucher** - For employees of Key Portfolio Ltd  
Complete **one** voucher for **each** expense if unable to obtain a receipt

Name: \_\_\_\_\_

Key Reference No: KEY\_\_\_\_\_

Expense: (tick only **one** box)

Breakfast Rate	<input type="checkbox"/>
Five Hour Meal Rate	<input type="checkbox"/>
Ten Hour Meal Rate	<input type="checkbox"/>
Late Evening Meal Rate	<input type="checkbox"/>

Date of Purchase: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Incurred: £\_\_\_\_.\_\_\_\_

Establishment Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Expense Voucher** - For employees of Key Portfolio Ltd  
Complete **one** voucher for **each** expense if unable to obtain a receipt

Name: \_\_\_\_\_

Key Reference No: KEY\_\_\_\_\_

Expense: (tick only **one** box)

Breakfast Rate	<input type="checkbox"/>
Five Hour Meal Rate	<input type="checkbox"/>
Ten Hour Meal Rate	<input type="checkbox"/>
Late Evening Meal Rate	<input type="checkbox"/>

Date of Purchase: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Incurred: £\_\_\_\_.\_\_\_\_

Establishment Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Expense Voucher** - For employees of Key Portfolio Ltd  
Complete **one** voucher for **each** expense if unable to obtain a receipt

Name: \_\_\_\_\_

Key Reference No: KEY\_\_\_\_\_

Expense: (tick only **one** box)

Breakfast Rate	<input type="checkbox"/>
Five Hour Meal Rate	<input type="checkbox"/>
Ten Hour Meal Rate	<input type="checkbox"/>
Late Evening Meal Rate	<input type="checkbox"/>

Date of Purchase: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Incurred: £\_\_\_\_.\_\_\_\_

Establishment Name: \_\_\_\_\_

Signature: \_\_\_\_\_