Meridian Accounting Services Ltd

Accounting firm expense claim form

Staff expenses - claimed with receipts, approved before payment.

Claim details

Name: _____

Department: _____

Period: _____

Approved by: _____

Expenses

Date	Description	Amount	Receipt attached
9 November 2026	description	£45.00	Y/N

Sign-off

Claimant: _____ **Approver:** _____ **Date:** _____