

## Breakspear Technologies Monthly Expense Report



Name:		Month:		Year:		Currency:*	
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**PLEASE COMPLETE THE FORM  
ACCURATELY AND ATTACH RECEIPTS**

	Week Commencing	Week Commencing	Week Commencing	Week Commencing	Week Commencing	Total
Fares and Taxis						
Books and Trade Journals						
Printing, postage and stationery						
Hotel Costs						
Use of home as Office <i>Rent</i>						
<i>Service charges</i>						
<i>Utilities</i>						
<i>Telephone</i>						
<i>Other</i>						
Vehicle Running Costs <i>Petrol</i>						
<i>Repairs</i>						
<i>Car Tax and Insurance</i>						
<i>Business miles</i>						
<i>Private Miles</i>						
Mobile Telephone						
Registration fees						
Social security payments						
Computer software						
Computer hardware						
Other (please specify)						
<b>Total</b>						

\* **IMPORTANT** - please complete this form in the currency of the country where you are working  
Monthly Expense Report v1.