

Home leave travel expenses



Employee number		
Employee name		
Postal code The Netherlands		
Postal code home		
One way or return?	☐ One way	☐ Return
Date of departure to place of residence		
KM driven to place of residence		
Date of departure to The Netherlands		
KM driven to The Netherlands		
Registration of car		
No. of persons in car		
Name(s) of other passenger(s)		
Date		
Signature		

Dear colleague,
You receive an allowance for your home leave travel expenses from inAxtion.
This allowance is already paid to you weekly.
The allowance you receive is an advance for which you have to submit this completed declaration form.
Travel allowances will be settled against advances.
Without a proper declaration advances will be settled against salaries.
Hand in your form within 1 week after your trip at dordrecht@inaxtion.com
Thanks in advance!
Kind regards,
InAxtion