

| PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES | | | | |
|--|--------------|-------|---------|-------------------|
| Name | Zoe Metcalfe | Month | January | Area / Department |
| Pin No | | Year | 2023 | Section |
| Collar No | 8493 | | | Cost Centre |
| | | | | 7200 |

[illegible]

| | | | | | | | |
|--------------------|-----------|--------------|--|-----------------|-------------------------------------|--|--|
| I CERTIFY THAT: | | | | I CERTIFY THAT: | | | |
| Claimant Signature | | Zoe Metcalfe | | | Authoriser Signature (Line Manager) | | |
| | Collar No | | | | Collar No | | |
| | Date | 02/03/2023 | | | Date | | |

Reimbursement for additional expenditure incurred should follow the following guide lines :-

work undertaken may dictate the need for additional expenditure. Any claim for reimbursement will be the difference between the cost of your normal meal arrangement paid and the amount that is actually spent, the difference being the claim payable. Members of staff should seek to find the most cost effective means

Accommodation and travel tickets should generally be booked via your Business Manager.

Please note if you are claiming for one of the following allowances then leave the amount of expenditure blank and you will be paid the pre-vailing amount at the time

Away from Home Overnight

Hardship Allowance

Incidentals