

PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES				
Name	Zoe Metcalfe	Month	November	Area / Department
Pin No		Year	2022	Section
Collar No	8493			Cost Centre
				7200

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

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