PUBLIC 1	RANSPORT, FOOD,	ACCOMODAT	ION AND	OTHER	INCIDENTAL	EXPENS	ES					
Name	Zoe Metcalfe 8493]	Month	November	[Area / Department					
Pin No			-	Year	2022		Section					
Collar No			-				Cost Centre	7200				
Date	Reason/s for expense e Meeting	g: Duty start time eg: 13.00		Total duty time (Hrs)	Description of o	expense in	curred (Receipts mus	t be attach	ed)		Amou exper	unt of nditure
30/11/2022	Engagement Visit in York				Car Parking						£1.00	
30/11/2022	Meeting in York			Car Parking						£20.7	0	
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											_	
											-	
										Total Claim	£	21.70
	ГЦАТ.				I CERTIFY THA	т.					2	21.70
I CERTIFY THAT: Claimant Signature Zoe Metcalfe				1	Authoriser	11						
Cialmant Sig					Signature (Line							
					Manager)							
					wanager)							
	Collar No					Collar No						
	Date 02/03/2023			1		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