PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES							
Name Pin No Collar No	Zoe Metcalfe			Month March Area / Department Section Cost Centre			
Date	Reason/s for expense eg: Meeting	Duty start time eg: 13.00	finish	Total duty time (Hrs)	Description of expense incurred (Receipts must be attached)	Amoun	
14/03/2023	Travel from meeting in London				Train journey from London to Northallerton	£78.00	
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			<u> </u>		Total Claim	£	78.00