Name Pin No Collar No Date	Zoe Metcalfe				May Area / Department		
			Year		2023 Section Cost Centre		
	Reason/s for expense eg: Meeting	Duty start time eg: 13.00	finish duty time time eg: (Hrs)	Description of expense incurred (Receipts must be attached)	Amount expendi		
18/05/2023	Visit to London	8.00	16.00	8.00	Lunch	£5.70	
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							_
	<del>                                     </del>				Total Claim	£	5.7