

PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES

Name	Zoe Metcalfe			Month	November	Area / Department	OPFCC
Pin No				Year	2023	Section	PFCC
Collar No						Cost Centre	

Date	Reason/s for expense eg: Meeting	Duty start time eg: 13.00	Duty finish time eg: 14.00	Total duty time (Hrs)	Description of expense incurred (Receipts must be attached)	Amount of expenditure
01/11/2023	Meeting				Dinner at Conrad St James	£32.00
02/11/2023	Meeting				Dinner at Cecconis	£36.00
14/11/2023	Meeting				Hot drink & snack - York Station	£2.90
27/11/2023	Meeting				Parking - York Station	£12.00
Total Claim						£ 82.90