PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES

Name	Jo Coles	**Month**	1	**Area / Department**	
Pin No		**Year**	25	**Section**	
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
29.01.25	APCC meeting	8.30	17.00	7.50	Travel	£6.10
29.01.25	APCC meeting	8.30	17.00	7.50	Drink	£2.85
31.01.25	APCC meeting	8.30	17.00	7.50	Travel	£8.50
29.01.25	APCC meeting	8.30	17.00	7.50	Dinner	£32.62
					Total Claim	**£ 50.07**