

PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES					
Name	Jo Coles	Month	July	Area / Department	PFC
Pin No		Year	2025	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
07/07/2025	Meeting Northallerton	08:00	17:00		Change to ticket for an earlier train	£33.00
10/07/2025	Meeting Nottingham	08:00	17:00		Dinner allowance	£18.00
10/07/2025	Meeting Nottingham	08:00	17:00		Taxi to venue	£17.00
11/07/2025	Meeting Nottingham	08:00	17:00		Taxi to train station	£12.33
					<b>Total Claim</b>	<b>£80.33</b>