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