

PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES

Name	Jo Coles			Month	November	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	
07/11/2025	Event - Whitby	11:32	13:32		Car Parking	£3.30	
07/11/2025	Event - Whitby	13:32	15:32		Car Parking	£3.30	
17/11/2025	Conference - London	12:30	17:00		Overnight Stay - Dinner (50% of the total bill excluding alochol - £26.74)	£15.00	
19/11/2025	Conference - London	08:30	17:00		Transport for London Ticket	£2.80	
21/11/2025	Event - Harrogate	14:05	15:05		Car Parking	£2.30	
						Total Claim	£ 20.10