

PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES

Name	Jo Coles			Month	September	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	
22/09/2025	Meeting - London	08:30	17:00		Transport for London Ticket	£16.60	
22/09/2025	Meeting - London	08:30	17:00		Dinner	£15.00	
23/09/2025	Meeting - London	08:30	17:00		Transport for London Ticket	£2.80	
23/09/2025	Meeting - London	08:30	17:00		Breakfast - Overnight Stay	£5.00	
25/09/2025	Meeting - Northallerton	11:30	17:30		Alternative train ticket purchased - needed to return to York sooner than planned	£10.00	
Total Claim						£	49.40