

PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES	
Public Transport	100
Food	100
Accommodation	100
Other incidental expenses	100
<b>Total</b>	<b>400</b>

Name	Jo Coles		Month		December	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		
01/12/2025	Meeting - York	13:00	16:00		Bus Ticket (Return)	£6.00		
							<b>Total Claim</b>	<b>£ 6.00</b>