PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES

Name	Jo Coles	**Month**	January	**Area / Department**	PFC
Pin No		**Year**	2026	**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
18/01/2026	Interview - Selby	12:30	13:30		Parking Ticket	£1.20
28/01/2026	Conference - London	13:00	17:00		Dinner (two receipts)	£14.48
28/01/2026	Conference - London	13:00	17:00		Tube Travel (travel date was 28th, receipt shows transaction complete on 30th)	£8.50
29/01/2026	Conference - London	09:00	14:00		Tube Travel (travel date was 29th, receipt shows transaction complete on 2nd)	£2.80
					Total Claim	**£ 26.98**