PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES

Name	Jo Coles	**Month**	May	**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
20/05/2026	Visit	10:33	14:33		Car Parking in Skipton	£6.50
21/05/2026	Event	18:30	21:00		Bus Ticket to New Earswick	£4.50
					Total Claim	**£ 11.00**