PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES

Name	Jo Coles	**Month**	September	**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
14/09/2026	Dinner meeting	19:00	20:00		Meeting with a business collegue	£72.65
15/09/2026	Parking charge	08:00	17:00		Parking for a meeting	£13.50
15/09/2026	Parking Charge	08:00	17:00		Parking for a meeting	£5.90
					Total Claim	**£ 92.05**