# Expense Reimbursement

| Employee Name: | Anne Tandy | Expense Period |
|---|---|---|
| | | 11/10/2025 |
| | | 14/11/2025 |

## Itemised Expenses

| DATE | DESCRIPTION | COST |
|---|---|---|
| 01/11/2025 | Working at Home Allowance | 26.00 |
| 06/11/2025 | Travel Expenses - Meeting at Wroxham Home Farm 8 miles @45p p | 3.60 |
| 10/11/2025 | Travel Expenses - publish agenda 10 miles @45p per mile | 4.50 |
| 14/11/2025 | Travel Expenses - attend Council meeting 12 miles @45p per mile | 5.40 |
| 13/10/2025 | Ink Cartridges - 40% | 28.20 |
| 10/10/2025 | 123 Reg - old domain renewal | 15.59 |
| | | |
| | | |
| | | |
| | | |
| | | **£83.29** |

**Don't forget to attach receipts!**

**Employee Signature**

**Approval Signature**

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