

Expense Reimbursement

Employee Name: Anne Tandy	Expense Period
	10/02/2026
	09/03/2026

Itemised Expenses

DATE	DESCRIPTION	COST
01/03/2026	Working at Home Allowance	26.00
04/03/2026	Travel Expenses - publish agenda 10 miles @45p per mile	4.50
09/03/2026	Travel Expenses - attend Council meeting 12 miles @45p per mile	5.40
13/02/2026	Travel Expenses - attend Allotment meeting 12 miles @45p per mile	5.40
29/01/2026	Ink Cartridge - contribution	21.49
		£62.79

Don't forget to attach receipts!

Employee Signature

Approval Signature