

Expense Reimbursement

Employee Name:	Anne Tandy	Expense Period
		09/06/2026
		13/07/2026

Itemised Expenses

DATE	DESCRIPTION	COST
01/07/2026	Working at Home Allowance	26.00
03/07/2026	Travel Expenses - Appraisal Meeting 12 miles@55p per mile	6.60
08/07/2026	Travel Expenses - publish agenda 10 miles@55p per mile	5.50
13/07/2026	Travel Expenses - attend Council meeting 12 miles @55p per mile	6.60
15/07/2026	Reimbursement of Microsoft 365 renewal	84.99
		£129.69

Don't forget to attach receipts!

Anne Tandy

Employee Signature

Approval Signature