

# Expense Reimbursement

Employee Name: Anne Tandy	Expense Period
	12/05/2026
	08/06/2026

## Itemised Expenses

DATE	DESCRIPTION	COST
01/06/2026	Working at Home Allowance	26.00
01/06/2026	Travel Expenses - Publish Public Rights 10 miles@55p per mile	5.50
03/06/2026	Travel Expenses - publish agenda 10 miles@55p per mile	5.50
08/05/2026	Travel Expenses - attend Council meeting 12 miles @55p per mile	6.60
08/05/2026	Travel Expenses - attend Wroxham Home Farms 8 miles @55p per mile	3.60
	Backdated travel expenses to 01/04/2026 from 45p to 55p per mile (42 miles at 5ppm)	2.10
		<b>£49.30</b>

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

*Anne Tandy*

Employee Signature

Approval Signature