

Expense Reimbursement

Employee Name:	Anne Tandy	Expense Period
		14/07/2026
		14/09/2026

Itemised Expenses

DATE	DESCRIPTION	COST
01/08/2026	Working at Home Allowance	26.00
01/09/2026	Working at Home Allowance	26.00
07/09/2026	Travel Expenses - VH AGM 12 miles @55p per mile	6.60
09/09/2026	Travel Expenses - publish agenda 10 miles@55p per mile	5.50
14/09/2026	Travel Expenses - attend Council meeting 12 miles @55p per mile	6.60
15/05/2026	Ink Cartridge - 40%	9.73
22/07/2026	Land Registry Fees - Frettenham Village Hall	14.00
		£94.43

Don't forget to attach receipts!

Anne Tandy

Employee Signature

Approval Signature