

# Expense Reimbursement

Employee Name: Anne Tandy	Expense Period
	10/03/2026
	13/04/2026

## Itemised Expenses

DATE	DESCRIPTION	COST
01/04/2026	Working at Home Allowance	26.00
11/03/2026	Travel Expenses - publish APM agenda 10 miles@45p per mile	4.50
23/03/3036	Travel Expenses - Attend Annual Parish Meeting 12 miles @45p	5.40
08/04/2026	Travel Expenses - publish agenda 10 miles @45p per mile	4.50
13/04/2026	Travel Expenses - attend Council meeting 12 miles @45p per mile	5.40
23/03/2026	APM Refreshments	1.85
		<b>£47.65</b>

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

*Anne Tandy*

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Employee Signature

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Approval Signature