

Expense Reimbursement

Employee Name: Anne Tandy	Expense Period
	14/04/2026
	11/05/2026

Itemised Expenses

DATE	DESCRIPTION	COST
01/05/2026	Working at Home Allowance	26.00
06/05/2026	Travel Expenses - publish agenda 10 miles@45p per mile	
11/05/2026	Travel Expenses - attend Council meeting 12 miles @45p per mile	5.40
11/05/2026	Travel Expenses - attend Wroxham Home Farms 8 miles @45p per mile	3.60
10/03/2026	Travel Expenses - NPTS Seminar 10.8 miles @45p per mile	4.86
		£39.86

Don't forget to attach receipts!

Anne Tandy

Employee Signature

Approval Signature