Expense Reimbursement

Employee Name:	Anne Tandy	Expense Period
		25/09/2025
		26/11/2025

Itemised Expenses

DATE	DESCRIPTION	COST
01/010/2025	Working at home allowance - September 2025	26.00
01/11/2025	Working at home allowance - October 2025	26.00
26/11/2025	Travel Expenses - Council Meeting - 17.6mls @45ppm	7.92
13/10/2025	Ink Cartridge - 20%	14.09
09/10/2025	Travel Expenses - NPTS Seminar - 20% of total mileage	2.04
		£76.05
		£76.05

Don't forget to attach receipts!

Employee Signature

Approval Signature

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