

# Expense Reimbursement

Employee Name: Anne Tandy	Expense Period
	27/11/2025
	22/01/2025

## Itemised Expenses

DATE	DESCRIPTION	COST
01/12/2025	Working at home allowance - December 2025	26.00
01/01/2026	Working at home allowance - January 2026	26.00
22/01/2026	Travel Expenses - Council Meeting - 17.6mls @45ppm	7.92
		£59.92
		£59.92

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

*Anne Tandy*

Employee Signature

Approval Signature