

Expense Reimbursement

Employee Name:	Anne Tandy	Expense Period
		15/05/2026
		23/07/2026

Itemised Expenses

DATE	DESCRIPTION	COST
01/06/2026	Working at home allowance - June 2026	26.00
01/07/2026	Working at home allowance - July 2026	26.00
23/07/2026	Travel Expenses - Council Meeting - 17.6mls @55ppm	7.92
	Back dated Travel Expenses folliwing increase to 0.55ppm	1.73
15/05/2026	Ink Cartridge - 20%	6.08
		£67.73
		£67.73

Don't forget to attach receipts!

Anne Tandy

Employee Signature

Approval Signature