

Expense Reimbursement

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

Itemised Expenses

DATE	DESCRIPTION	COST
01/02/2026	Working at home allowance - February 2026	26.00
03/08/4725	Working at home allowance - March 2026	26.00
07/03/2026	Travel Expenses - Noticeboard - 17.6mls @45ppm	7.92
10/03/2026	Travel Expenses - NPTS Seminar - 5.2 mls @45ppm	2.34
26/03/2026	Travel Expenses - Council Meeting - 17.6mls @45ppm	7.92
04/02/2026	Printer Ink (20%)	7.92
31/01/2026	Paper x1 ream	4.30
		£82.40
		£82.40

Don't forget to attach receipts!

Anne Tandy

Employee Signature

Approval Signature