

**PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES**

Name	Zoe Metcalfe	Month	February	Area / Department	OPFCC
Pin No		Year	2024	Section	PFCC
Collar No				Cost Centre	

Date	Reason/s for expense eg: Meeting	Duty start time eg: 13.00	Duty finish time eg: 14.00	Total duty time (Hrs)	Description of expense incurred (Receipts must be attached)	Amount of expenditure
07/02/2024	APCC conference				Lunch costs incurred on visit	£8.15
<b>Total Claim</b>						<b>£ 8.15</b>