

PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES

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|------------------|--------------|--------------|---------|--------------------------|-------|
| Name | Simon Dennis | Month | Nov-Dec | Area / Department | OPFCC |
| Pin No | | Year | 2024 | Section | |
| 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 |
|--------------------|----------------------------------|---------------------------|----------------------------|-----------------------|---|-----------------------|
| 22.11.24 | Travel | 8.00 | 17.00 | 7.50 | travel to a meeting | £20.00 |
| 21.11.24 | Travel | 8.00 | 17.00 | 7.50 | travel to a meeting | £5.40 |
| 26.11.24 | Travel | 8.00 | 17.00 | 7.50 | travel to a meeting | £9.10 |
| 30.11.24 | Travel | 8.00 | 17.00 | 7.50 | travel to a meeting | £12.80 |
| 12.12.24 | Travel | 8.00 | 17.00 | 7.50 | travel to a meeting | £7.95 |
| 13.12.24 | Travel | 8.00 | 17.00 | 7.50 | travel to a meeting | £4.60 |
| 16.12.24 | Travel | 8.00 | 17.00 | 7.50 | travel to a meeting | £2.70 |
| 19.12.24 | Travel | 8.00 | 17.00 | 7.50 | travel to a meeting | £2.80 |
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| Total Claim | | | | | | £ 65.35 |