

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

<b>Name</b>	Zoe Metcalfe			<b>Month</b>	April	<b>Area / Department</b>	
<b>Pin No</b>				<b>Year</b>	2023	<b>Section</b>	
<b>Collar No</b>						<b>Cost Centre</b>	
<b>Date</b>	<b>Reason/s for expense eg: Meeting</b>	<b>Duty start time eg: 13.00</b>	<b>Duty finish time eg: 14.00</b>	<b>Total duty time (Hrs)</b>	<b>Description of expense incurred (Receipts must be attached)</b>		<b>Amount of expenditure</b>
06/03/2023	Visit to London	8.00	23.00	11.00			£6.80
<b>Total Claim</b>							<b>£ 6.80</b>