PUBLIC TRANSPORT, FOOD, ACCOMODATION AND OTHER INCIDENTAL EXPENSES

Name	Simon Dennis	**Month**	9	**Area / Department**	
Pin No		**Year**	23	**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
27.09.23	Meeting in London	8.00	19.00	11.00	Hotel	£189.00
28.09.23	Travel to meeting location	8.00	19.00	11.00	Underground - Transport for London	£7.40
28.09.23	Subsistence	8.00	19.00	11.00	Lunch	£9.55
					Total Claim	**£ 205.95**