

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

Name	Zoe Metcalfe	Month	October	Area / Department	
Pin No		Year	2023	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
17/10/2023	Parking	8.30	17.00	8.50	Parking	£8.70
<b>Total Claim</b>						<b>£ 8.70</b>