

Expense Reimbursement

Name: Anne Tandy

Expense Period

20/02/2026

19/03/2026

Business Purpose:

Itemised Expenses

| DATE | DESCRIPTION | NET | VAT | GROSS |
|------------|---|-----|-----|-------|
| 01/03/2026 | Working at Home Allowance March 2026 | | | 26.00 |
| 10/03/2026 | Travel Expenses - Agenda Meeting, Cantley Staithe 26mls @ 0.45ppm | | | 11.70 |
| 19/03/2026 | Travel Expenses - Council meeting Cantley VH 24mls @ 0.45ppm | | | 10.80 |
| 04/02/2026 | Ink cartridges | | | 59.49 |
| 10/03/2026 | Travel Expenses - NPTS Spring Seminar - 40% | | | 4.68 |

£ 112.67

Don't forget to attach receipts!

Anne Tandy

Claimants Signature

Approval Signature