

# Expense Reimbursement

Name: Anne Tandy

Expense Period

17/04/2026

21/05/2026

Business Purpose:

## Itemised Expenses

| DATE       | DESCRIPTION  | NET | VAT | GROSS |
|------------|--|-----|-----|-------|
| 01/05/2026 | Working at Home Allowance May 2026                             |     |     | 26.00 |
| 11/05/2026 | Travel Expenses - Agenda Meeting, Station Road 26mls @ 0.45ppm |     |     | 11.70 |
| 21/05/2026 | Travel Expenses - Council meeting Cantley VH 24mls @ 0.45ppm   |     |     | 10.80 |
| 14/05/2026 | Ink Cartridge: 40%   |     |     | 9.73  |

£ 58.23

**Don't forget to attach receipts!**

*Anne Tandy*

Claimants Signature

Approval Signature