

Expense Report:

Employee Name: Ray Harding

Employee ID: [REDACTED]

Report Print Date: 02/06/2016

CASH EXPENSES:

Chief Exec & Secretary	None	27/04/2016	Mileage - business journeys		GBP 3.23	1.000	3.23
	Notes:	01. [cb62xb (Ely) - cb74ee (Ely) #3.40] 02. [cb74ee (Ely) - PE301EX (Kings Lynn) #28.90]					
	Details:						
	Miles:	32.3	Rate:	0.1	Mileage Amount:	3.23	
	Starting point:	cb62xb (Ely)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling	
	Reason:	Devolution meeting					
Chief Exec & Secretary	None	28/04/2016	Mileage - business journeys		GBP 5.70	1.000	5.70
	Notes:	01. [cb62xb (Ely) - nr191ec (Mattishall, Dereham) #28.50 # Act Miles: 46.10 # Det Miles: 0.00] 02. [nr191ec (Mattishall, Dereham) - PE301EX (Kings Lynn) #28.50]					
	Details:						
	Miles:	57	Rate:	0.1	Mileage Amount:	5.70	
	Starting point:	cb62xb (Ely)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling	
	Reason:	IHAT meeting					
Chief Exec & Secretary	None	29/04/2016	Mileage - business journeys		GBP 9.72	1.000	9.72
	Notes:	01. [cb62xb (Ely) - nr12dh (Norwich) #48.40 # Act Miles: 62.10 # Det Miles: 0.00] 02. [nr12dh (Norwich) - PE301EX (Kings Lynn) #48.80]					
	Details:						
	Miles:	97.2	Rate:	0.1	Mileage Amount:	9.72	
	Starting point:	cb62xb (Ely)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling	
	Reason:	RIPA training					
Chief Exec & Secretary	None	07/04/2016	Travel - Public Transport	144-6	GBP 37.30	1.000	37.30
	Notes:						
	Details:						
	From(Destination):	Ely	To(Returning from):	London	Supplier:	train	
	Reason:	DCN Chief Execs group					
						sub-total	79.89
Total No of expenses:	8					NON-BILLABLE TOTAL:	79.89

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NON-REIMBURSIBLE EXPENSES:

NON-BILLABLE

Customer:	Project:	Expense Date:	Category:	Unique Doc ID:	Currency:	Conv. Rate:	Amount:
Chief Exec & Secretary	None	30/03/2016	Non-Reimbursable Fuel	144-4	GBP 54.12	1.000	54.12
	Notes:						
	Details:						
	Supplier/Brand:	Applegreen	Litres/Gallons:	52.09			
	Reason:	Receipt					
Chief Exec & Secretary	None	14/04/2016	Non-Reimbursable Fuel	144-5	GBP 57.99	1.000	57.99
	Notes:						
	Details:						
	Supplier/Brand:	Applegreen	Litres/Gallons:	54.81			
	Reason:	Business mileage					
						sub-total	112.11
Total No of expenses:	2					NON-BILLABLE TOTAL:	112.11