

Expense Report:

Employee Name: Ray Harding

Employee ID: [REDACTED]

Report Print Date: 02/06/2016

CASH EXPENSES:

Chief Exec & Secretary	None	19/05/2016	Mileage - business journeys		GBP 11.16	1.000	11.16	
	Notes:	01. [PE301EX (Kings Lynn) - PE322EY (Kings Lynn) #12.60] 02. [PE322EY (Kings Lynn) - NR12SG (Norwich) #36.50] 03. [NR12SG (Norwich) - CB62XD (Ely) #62.50]						
	Details:							
	Miles:	111.6	Rate:	0.1	Mileage Amount:	11.16		
	Starting point:	PE301EX (Kings Lynn)	Destination:	CB62XD (Ely)	Mileage Description:	Expense entry for Travelling		
	Reason:	Funeral and NCEX						
Chief Exec & Secretary	None	25/05/2016	Mileage - business journeys		GBP 6.02	1.000	6.02	
	Notes:	01. [CB62XD (Ely) - CB80TF (Suffolk) #18.10] 02. [CB80TF (Suffolk) - PE301EX (Kings Lynn) #42.10]						
	Details:							
	Miles:	60.2	Rate:	0.1	Mileage Amount:	6.02		
	Starting point:	CB62XD (Ely)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling		
	Reason:	Devo						
Chief Exec & Secretary	None	26/05/2016	Mileage - business journeys		GBP 3.24	1.000	3.24	
	Notes:	01. [CB62XD (Ely) - CB74EE (Ely) #3.50] 02. [CB74EE (Ely) - PE301EX (Kings Lynn) #28.90]						
	Details:							
	Miles:	32.4	Rate:	0.1	Mileage Amount:	3.24		
	Starting point:	CB62XD (Ely)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling		
	Reason:	Ely Junction Task Force						
Chief Exec & Secretary	None	04/05/2016	Travel - Parking	144-14	GBP 1.50	1.000	1.50	
	Notes:							
	Details:							
	Location:	Wynoadham						
	Reason:	Car Park						
Total No of expenses:						8		
							sub-total	65.64
							NON-BILLABLE TOTAL:	65.64

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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	03/05/2016	Non-Reimbursable Fuel	144-15	GBP 59.91	1.000	59.91	
	Notes:							
	Details:							
	Supplier/Brand:	MRH West Winch	Litres/Gallons:	55.01				
	Reason:	Petrol						
Chief Exec & Secretary	None	14/05/2016	Non-Reimbursable Fuel	144-16	GBP 60.12	1.000	60.12	
	Notes:							
	Details:							
	Supplier/Brand:	Ely SF Connect	Litres/Gallons:	54.70				
	Reason:	Petrol						
Chief Exec & Secretary	None	21/05/2016	Non-Reimbursable Fuel	144-17	GBP 53.53	1.000	53.53	
	Notes:							
	Details:							
	Supplier/Brand:	Applegreen Ely Service Station	Litres/Gallons:	48.87				
	Reason:	Petrol						
Total No of expenses:						3		
							sub-total	173.56
							NON-BILLABLE TOTAL:	173.56