

Expense Report:

Employee Name: Ray Harding

Employee ID: [REDACTED]

Report Print Date:

01/09/2016

CASH EXPENSES:

NON-BILLABLE

Customer	Project	Expense Date	Category	Unique Doc ID	Currency	Conv. Rate	Amount
Chief Exec & Secretary	None	03/08/2016	Mileage - business journeys		GBP	12.38	12.38
	Notes:	01. [CB62XB (Ely) - IP333YU (Bury St. Edmunds) #28.10] 02. [IP333YU (Bury St. Edmunds) - NR12DH (Norwich) #46.90] 03. [NR12DH (Norwich) - PE301EX (Kings Lynn) #48.80]					
	Details:						
	Miles:	123.8	Rate:	0.1	Mileage Amount:	12.38	
	Starting point:	CB62XB (Ely)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling	
	Reason:	Devo					
Chief Exec & Secretary	None	05/08/2016	Mileage - business journeys		GBP	8.42	8.42
	Notes:	01. [PE301EX (Kings Lynn) - NR279EN (Cromer) #42.10] 02. [NR279EN (Cromer) - PE301EX (Kings Lynn) #42.10]					
	Details:						
	Miles:	84.2	Rate:	0.1	Mileage Amount:	8.42	
	Starting point:	PE301EX (Kings Lynn)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling	
	Reason:	Devo at NND					
Chief Exec & Secretary	None	09/08/2016	Mileage - business journeys		GBP	9.10	9.10
	Notes:	01. [PE301EX (Kings Lynn) - NR21JL (Norwich) #46.00] 02. [NR21JL (Norwich) - PE301EX (Kings Lynn) #45.00]					
	Details:						
	Miles:	91	Rate:	0.1	Mileage Amount:	9.10	
	Starting point:	PE301EX (Kings Lynn)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling	
	Reason:	Funeral					
Chief Exec & Secretary	None	11/08/2016	Mileage - business journeys		GBP	11.29	11.29
	Notes:	01. [CB62XB (Ely) - IP12BX (Ipswich) #56.30] 02. [IP12BX (Ipswich) - CB62XB (Ely) #56.60]					
	Details:						
	Miles:	112.9	Rate:	0.1	Mileage Amount:	11.29	
	Starting point:	CB62XB (Ely)	Destination:	CB62XB (Ely)	Mileage Description:	Expense entry for Travelling	
	Reason:	Devo					

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Chief Exec & Secretary	None	15/08/2016	Mileage - business journeys	GBP 5.70	1.000	5.70
	Notes:	01. [CB62XB (Ely) - NR191EE (Mattishall, Dereham) #28.50 # Act Miles: 46.10 # Det Miles: 0.00] 02. [NR191EE (Mattishall, Dereham) - CB62XB (Ely) #28.50 # Act Miles: 46.00 # Det Miles: 0.00]				
	Details:					
	Miles:	57	Rate:	0.1	Mileage Amount:	5.70
	Starting point:	CB62XB (Ely)	Destination:	CB62XB (Ely)	Mileage Description:	Expense entry for Travelling
	Reason:	Devo				
Chief Exec & Secretary	None	17/08/2016	Mileage - business journeys	GBP 12.01	1.000	12.01
	Notes:	01. [CB62XB (Ely) - IP11DH (Ipswich) #55.10] 02. [IP11DH (Ipswich) - PE301EX (Kings Lynn) #65.00]				
	Details:					
	Miles:	120.1	Rate:	0.1	Mileage Amount:	12.01
	Starting point:	CB62XB (Ely)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling
	Reason:	Devo				
Chief Exec & Secretary	None	24/08/2016	Mileage - business journeys	GBP 12.14	1.000	12.14
	Notes:	01. [CB62XB (Ely) - IP12BX (Ipswich) #56.30] 02. [IP12BX (Ipswich) - PE301EX (Kings Lynn) #65.10]				
	Details:					
	Miles:	121.4	Rate:	0.1	Mileage Amount:	12.14
	Starting point:	CB62XB (Ely)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling
	Reason:	Devo				
Chief Exec & Secretary	None	25/08/2016	Mileage - business journeys	GBP 9.72	1.000	9.72
	Notes:	01. [PE301EX (Kings Lynn) - NR12DH (Norwich) #48.40] 02. [NR12DH (Norwich) - PE301EX (Kings Lynn) #48.80]				
	Details:					
	Miles:	97.2	Rate:	0.1	Mileage Amount:	9.72
	Starting point:	PE301EX (Kings Lynn)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling
	Reason:	Promoting Independence				

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Chief Exec & Secretary	None	26/08/2016	Mileage - business journeys		GBP 11.29	1.000	11.29
	Notes:	01. [CB62XB (Ely) - LU12BQ (Luton) #56.10] 02. [LU12BQ (Luton) - CB62XB (Ely) #56.80]					
	Details:						
	Miles:	112.9	Rate:	0.1	Mileage Amount:	11.29	
	Starting point:	CB62XB (Ely)	Destination:	CB62XB (Ely)	Mileage Description:	Expense entry for Travelling	
	Reason:	Investment Framework					
Chief Exec & Secretary	None	31/08/2016	Mileage - business journeys		GBP 12.38	1.000	12.38
	Notes:	01. [CB62XB (Ely) - IP333YU (Bury St. Edmunds) #28.10] 02. [IP333YU (Bury St. Edmunds) - NR12DH (Norwich) #46.90] 03. [NR12DH (Norwich) - PE301EX (Kings Lynn) #48.80]					
	Details:						
	Miles:	123.8	Rate:	0.1	Mileage Amount:	12.38	
	Starting point:	CB62XB (Ely)	Destination:	PE301EX (Kings Lynn)	Mileage Description:	Expense entry for Travelling	
	Reason:	Devo & BCF					
Chief Exec & Secretary	None	03/08/2016	Travel - Parking		GBP 2.50	1.000	2.50
	Notes:						
	Details:						
	Location:	Castle Mall, Norwich					
	Reason:	Devo					
Chief Exec & Secretary	None	09/08/2016	Travel - Parking	144-43	GBP 5.40	1.000	5.40
	Notes:						
	Details:						
	Location:	St Giles, Norwich					
	Reason:	Funeral					
Chief Exec & Secretary	None	17/08/2016	Travel - Parking	144-47	GBP 8.50	1.000	8.50
	Notes:						
	Details:						
	Location:	Buttermarket Shopping Centre,					
	Reason:	Devo					
Total No of expenses:		13					
						sub-total	120.83
						NON-BILLABLE TOTAL:	120.83

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NON-REIMBURSIBLE EXPENSES:

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Customer:	Project:	Expense Date:	Category:	Unique Doc ID:	Currency:	Conv. Rate:	Amount:	
Chief Exec & Secretary	None	29/07/2016	Non-Reimbursable Fuel	144-52	GBP	52.00	1.000 52.00	
	Notes:							
	Details:							
	Supplier/Brand:	Applegreen Ely Service Station						
	Reason:	Petrol						
Chief Exec & Secretary	None	18/08/2016	Non-Reimbursable Fuel	144-53	GBP	58.85	1.000 58.85	
	Notes:							
	Details:							
	Supplier/Brand:	Morrisons Norwich						
	Reason:	Petrol						
Chief Exec & Secretary	None	25/08/2016	Non-Reimbursable Fuel	144-54	GBP	52.83	1.000 52.83	
	Notes:							
	Details:							
	Supplier/Brand:	Sainsburys Hardwick Road						
	Reason:	Petrol						
							sub-total	163.68
Total No of expenses:							NON-BILLABLE TOTAL:	163.68
	3							