

# Expense Report:

Employee Name: Ray Harding

Employee ID:

Report Print Date:

31/01/2017

## CASH EXPENSES:

### NON-BILLABLE

Customer:	Project:	Expense Date:	Category:	Unique Doc ID:	Currency:	Conv. Rate:	Amount:
Chief Exec & Secretary	None	20/01/2017	Comms - Telephone/Fax, etc	144-88	GBP 1.71		1.000 1.71
<b>Notes:</b> <b>Details:</b> <b>Details:</b> Stamps <b>Supplier:</b> Post Office in Witchford Ely <b>Reason:</b> Post Paperwork to office							
Chief Exec & Secretary	None	03/01/2017	Mileage - business journeys		GBP 6.81		1.000 6.81
<b>Notes:</b> 01. [PE301EX (Kings Lynn) - IP243AF (Thetford) #31.70] 02. [IP243AF (Thetford) - CB62XB (Ely) #30.20] <b>Details:</b> <b>Miles:</b> 61.9 <b>Rate:</b> 0.11 <b>Mileage Amount:</b> 6.81 <b>Starting point:</b> PE301EX (Kings Lynn) <b>Destination:</b> CB62XB (Ely) <b>Mileage Description:</b> Expense entry for Travelling <b>Reason:</b> Thetford Cinema re KL							
Chief Exec & Secretary	None	05/01/2017	Mileage - business journeys		GBP 10.76		1.000 10.76
<b>Notes:</b> 01. [PE301EX (Kings Lynn) - NR12DH (Norwich) #48.30] 02. [NR12DH (Norwich) - CB62XB (Ely) #49.50 # Act Miles: 62.40 # Det Miles: 0.00] <b>Details:</b> <b>Miles:</b> 97.8 <b>Rate:</b> 0.11 <b>Mileage Amount:</b> 10.76 <b>Starting point:</b> PE301EX (Kings Lynn) <b>Destination:</b> CB62XB (Ely) <b>Mileage Description:</b> Expense entry for Travelling <b>Reason:</b> PIP							
Chief Exec & Secretary	None	10/01/2017	Mileage - business journeys		GBP 1.84		1.000 1.84
<b>Notes:</b> 01. [PE301EX (Kings Lynn) - PE356EN (Sandringham) #8.30] 02. [PE356EN (Sandringham) - CB62XB (Ely) #8.40 # Act Miles: 37.90 # Det Miles: 0.00] <b>Details:</b> <b>Miles:</b> 16.7 <b>Rate:</b> 0.11 <b>Mileage Amount:</b> 1.84 <b>Starting point:</b> PE301EX (Kings Lynn) <b>Destination:</b> CB62XB (Ely) <b>Mileage Description:</b> Expense entry for Travelling <b>Reason:</b> Sandringham Invitation							

# Expense Report:

Employee Name: Ray Harding

Employee ID:

Report Print Date:

31/01/2017

## CASH EXPENSES:

Chief Exec & Secretary	None	19/01/2017	Mileage - business journeys		GBP 14.59		1.000 14.59	
<b>Notes:</b> 01. [CB62XB (Ely) - NR302QF (Great Yarmouth) #65.70 # Act Miles: 79.60 # Det Miles: 0.00] 02. [NR302QF (Great Yarmouth) - PE301EX (Kings Lynn) #66.90] <b>Details:</b> <b>Miles:</b> 132.6 <b>Rate:</b> 0.11 <b>Mileage Amount:</b> 14.59 <b>Starting point:</b> CB62XB (Ely) <b>Destination:</b> PE301EX (Kings Lynn) <b>Mileage Description:</b> Expense entry for Travelling <b>Reason:</b> NCBX and NGG								
Chief Exec & Secretary	None	19/01/2017	Travel - Parking	144-87	GBP 4.00		1.000 4.00	
<b>Notes:</b> <b>Details:</b> <b>Location:</b> Stonecutters Quay, GY <b>Reason:</b> NCBX and NGG								
							sub-total	39.71
<b>Total No of expenses:</b> 6							<b>NON-BILLABLE TOTAL:</b>	39.71