

# Expense Summary

Employee Name: **Ray Harding**

Report Print Date: **06/09/2018**

This Claim				
Sr.No.	Expense category	Total amount	Net amount	VAT amount
1	Mileage - business journeys	119.57	99.64	19.93
	Mileage done	265.70		
	Average rate	0.45		
	<b>Total</b>	119.57	99.64	19.93

Year to date		
Total amount	Net amount	VAT amount
632.79	527.33	105.47
1,406.20		
0.45		
632.79	527.33	105.47

# Expense Report:

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## CASH EXPENSES:

### NON-BILLABLE

Customer:	Project:	Expense Date:	Category:	Unique Doc ID:	Currency:	Conv. Rate:	Amount:
Chief Exec & Secretary	None	02/08/2018	Mileage - business journeys		GBP 8.10	1.000	8.10
<b>Notes:</b> 01. [PE301EX (King's Lynn) - PE356EN (Sandringham) #9.40] 02. [PE356EN (Sandringham) - PE301EX (King's Lynn) #8.60]							
<b>Details:</b>							
<b>Miles:</b>		18	<b>Rate:</b>	0.45	<b>Mileage Amount:</b>	8.10	
<b>Starting point:</b>		PE301EX (King's Lynn)	<b>Destination:</b>	PE301EX (King's Lynn)	<b>Mileage Description:</b>	Expense entry for Travelling	
<b>Reason:</b>		Sandringham Estate Office					
Chief Exec & Secretary	None	09/08/2018	Mileage - business journeys		GBP 41.49	1.000	41.49
<b>Notes:</b> 01. [CB62XB (Ely) - NR66ED (Norwich) #45.70 # Act Miles: 63.40 # Det Miles: 0.00] 02. [NR66ED (Norwich) - PE301EX (King's Lynn) #46.50]							
<b>Details:</b>							
<b>Miles:</b>		92.2	<b>Rate:</b>	0.45	<b>Mileage Amount:</b>	41.49	
<b>Starting point:</b>		CB62XB (Ely)	<b>Destination:</b>	PE301EX (King's Lynn)	<b>Mileage Description:</b>	Expense entry for Travelling	
<b>Reason:</b>		International Aviation Academy					
Chief Exec & Secretary	None	15/08/2018	Mileage - business journeys		GBP 25.97	1.000	25.97
<b>Notes:</b> 01. [CB62XB (Ely) - NR191EE (Dereham) #28.40 # Act Miles: 46.10 # Det Miles: 0.00] 02. [NR191EE (Dereham) - PE301EX (King's Lynn) #29.30]							
<b>Details:</b>							
<b>Miles:</b>		57.7	<b>Rate:</b>	0.45	<b>Mileage Amount:</b>	25.97	
<b>Starting point:</b>		CB62XB (Ely)	<b>Destination:</b>	PE301EX (King's Lynn)	<b>Mileage Description:</b>	Expense entry for Travelling	
<b>Reason:</b>		IHAT Strategy Group					

# Expense Report:

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## CASH EXPENSES:

Chief Exec & Secretary	None	16/08/2018	Mileage - business journeys	GBP 44.01	1.000	44.01
<b>Notes:</b>	01. [CB62XB (Ely) - NR12DH (Norwich) #48.30 # Act Miles: 62.10 # Det Miles: 0.00] 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>	0.45	<b>Mileage Amount:</b>	44.01	
<b>Starting point:</b>	CB62XB (Ely)	<b>Destination:</b>	CB62XB (Ely)	<b>Mileage Description:</b>	Expense entry for Travelling	
<b>Reason:</b>	Waterfront & Hunstanton Mtgs					

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	sub-total	119.57
<b>Total No of expenses:</b>	<b>4</b>	<b>NON-BILLABLE TOTAL: 119.57</b>