

# Expense Summary

Employee Name: Ray Harding

Report Print Date: 04/10/2018

This Claim				
Sr.No.	Expense category	Total amount	Net amount	VAT amount
1	Mileage - business journeys	86.63	72.19	14.44
	Mileage done	192.50		
	Average rate	0.45		
2	Travel - Parking	4.00	3.33	0.67
	<b>Total</b>	<b>90.63</b>	<b>75.52</b>	<b>15.10</b>

Year to date		
Total amount	Net amount	VAT amount
719.42	599.51	119.90
1,598.70		
0.45		
8.80	7.33	1.47
<b>728.22</b>	<b>606.85</b>	<b>121.37</b>

# Expense Report:

Employee Name: Ray Harding

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## CASH EXPENSES:

### NON-BILLABLE

Customer:	Project:	Expense Date:	Category:	Unique Doc ID:	Currency:	Conv. Rate:	Amount:	
Chief Exec & Secretary	None	06/09/2018	Mileage - business journeys		GBP 45.36	1.000	45.36	
	<b>Notes:</b>	01. [PE301EX (Kings Court) - NR12DH (County Hall) #50.40] 02. [NR12DH (County Hall) - PE301EX (Kings Court) #50.40]						
	<b>Details:</b>							
	<b>Miles:</b>	100.8	<b>Rate:</b>	0.45	<b>Mileage Amount:</b>	45.36		
	<b>Starting point:</b>	PE301EX (Kings Court)	<b>Destination:</b>	PE301EX (Kings Court)	<b>Mileage Description:</b>	Expense entry for Travelling		
	<b>Reason:</b>	Norfolk Chief Execs						
Chief Exec & Secretary	None	27/09/2018	Mileage - business journeys		GBP 41.27	1.000	41.27	
	<b>Notes:</b>	01. [PE301EX (King's Lynn) - NR21NH (Norwich) #46.10] 02. [NR21NH (Norwich) - CB62XB (Ely) #45.60 # Act Miles: 60.10 # Det Miles: 0.00]						
	<b>Details:</b>							
	<b>Miles:</b>	91.7	<b>Rate:</b>	0.45	<b>Mileage Amount:</b>	41.27		
	<b>Starting point:</b>	PE301EX (King's Lynn)	<b>Destination:</b>	CB62XB (Ely)	<b>Mileage Description:</b>	Expense entry for Travelling		
	<b>Reason:</b>	County Lines Meeting						
Chief Exec & Secretary	None	27/09/2018	Travel - Parking	144-196	GBP 4.00	1.000	4.00	
	<b>Notes:</b>							
	<b>Details:</b>							
	<b>Location:</b>	St Giles Car Park, Norwich						
	<b>Reason:</b>	County Lines Meeting						
sub-total							90.63	
<b>Total No of expenses:</b>	<b>3</b>						<b>NON-BILLABLE TOTAL:</b>	<b>90.63</b>