

Employee Name	Expense Date	Expense Category	Details 1	Details 2	Details 3	Notes	Total
Ray Harding	01/02/2019	Mileage - business journeys	Starting point: PE301EX (King's Lynn)	Destination: CB62XB (Ely)	No. of miles/KM: 23.8	[PE301EX (King's Lynn) - PE389HS (Downham Market) #12.00] [PE389HS (Downham Market) - CB62XB (Ely) #11.80 # Act Miles: 21.00 # Det Miles: 0.00]	£10.71
	06/02/2019	Comms - Telephone/Fax etc	Details: Postage Stamps	Supplier: Post Office Ltd			£3.27
	28/02/2019	Mileage - business journeys	Starting point: CB62XB (Ely)	Destination: CB62XB (Ely)	No. of miles/KM: 117	[CB62XB (Ely) - CB74BB (Ely) #3.80] [CB74BB (Ely) - NR12DH (Norwich) #62.80] [NR12DH (Norwich) - CB62XB (Ely) #50.40 # Act Miles: 65.70 # Det Miles: 0.00]	£52.65
Grand Total							£66.63