## EAST LOTHIAN HOUSING ASSOCIATION EXPENSES CLAIM OTHER TRAVEL & SUNDRIES

15/01/2020

DATE	RECEIPT NO. (ATTACH TO CLAIM)*	Explanation	Subs £ Amount	Transport / Parking £ Amount	Entertaining*	OTHER BUSINESS EXPENSES £ Amount	TOTAL
22/10/2019	n/a	Working > 10 hours	£ Amount £16.85		£ Amount	£ Amount	£ Amount £16.85
26/11/2019	n/a	Working > 10 hours	£16.85				£16.85
		Totals	£33.70	£0.00	£0.00	£0.00	£33.70
*Receipt No. : Please number all receipts included in this claim				I certify that all the above expenses were wholly and necessarily			
*Entertaining : ensure you have entered details in the hospitality register.				incurred by me on Company business			
Finance Department							
receipts agreed by				Signed			

**NAME Martin Pollhammer** 

## EAST LOTHIAN HOUSING ASSOCIATION EXPENSES CLAIM OTHER TRAVEL & SUNDRIES

DATE SUBMITTED 15/01/2020

Authorised