EAST LOTHIAN HOUSING ASSOCIATION EXPENSES CLAIM OTHER TRAVEL & SUNDRIES

13/02/2020

DATE	RECEIPT NO. (ATTACH TO CLAIM)*	Explanation	Subs	Transport / Parking	Entertaining*	OTHER BUSINESS EXPENSES	TOTAL
	OLAIIVI)			£ Amount	£ Amount		£ Amount
06/02/2020	n/a	Working > 10 hours	£16.85				£16.85
10/02/2020	n/a	Working > 10 hours	£16.85				£16.85
11/02/2020	n/a	Working > 10 hours	£16.85				£16.85
12/02/2020	n/a	Working > 10 hours	£16.85				£16.85
		Totals	£67.40	£0.00	£0.00	£0.00	£67.40
*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			

Authorised

NAME Martin Pollhammer

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DATE SUBMITTED

13/02/2020