EAST LOTHIAN HOUSING ASSOCIATION EXPENSES CLAIM OTHER TRAVEL & SUNDRIES

16/08/2022

DATE	RECEIPT NO. (ATTACH TO CLAIM)*	Explanation	Subs £ Amount	Transport / Parking £ Amount	Entertaining*	OTHER BUSINESS EXPENSES £ Amount	TOTAL £ Amount
25/02/2020	n/a	Working > 10 hours	£16.85				£16.85
26/02/2020	n/a	Working > 10 hours	£16.85				£16.85
04/03/2020	n/a	Working > 10 hours	£16.85				£16.85
05/03/2020	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

16/08/2022