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* £ Amount	OTHER BUSINESS EXPENSES £ Amount	TOTAL £ Amount
28/10/2021		Working > 10 hours (Committee)	£17.26				£17.26
24/01/2022		Working > 10 hours away from home	£17.26				£17.26
25/01/2022		Working > 10 hours away from home	£17.26				£17.26
24/02/2022		Working > 10 hours (Committee)	£17.26				£17.26
28/02/2022		Working > 10 hours away from home	£17.26				£17.26
07/03/2022		Glasses (Excess over Simplyhealth)				£29.00	£29.00
24/03/2022		Working > 10 hours (Committee)	£17.26				£17.26
		Totals	£103.56	£0.00	£0.00	£29.00	£132.56
*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

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DATE SUBMITTED

16/08/2022