NAME David Rose

EAST LOTHIAN HOUSING ASSOCIATION
EXPENSES CLAIM
OTHER TRAVEL & SUNDRIES

RECEIVED
- 8 JAN 2020

DATE SUBMITTED 6-1-20
EXPFORM

DATE	RECEIPT NO. (ATTACH TO CLAIM)*	Explanation	Subs £ Amount	Transport / Parking £ Amount	Entertaining* £ Amount	OTHER BUSINESS EXPENSES £ Amount	TOTAL £ Amount
30th 1st Nov	lunch.	Meal no Receipt	10.00				10.00
30th 1st Nov		Overnight	30.00				30.00
7th Oct	2	EVH Glasgow	21.74				21.74
2nd Dec	2	EVH Glasgow	21.60				21.60
		12503					
							83.34

*Receipt No. : Please number all receipts included in this claim

*Entertaining : ensure you have entered details in the hospitality register.

I certify that all the above expenses were wholly and necessarily incurred by me on Company business

Signed David Rose

Finance Department
receipts agreed by

60 30 4a0 £83.34
attached Mileage 60 30 4011 £120.65
£203.99

Authorised

DMP

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