

NAME Martin Pollhammer

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

DATE SUBMITTED

16/08/2022

DATE	RECEIPT NO. (ATTACH TO CLAIM)*	Explanation	Subs £ Amount	Transport / Parking £ Amount	Entertaining* £ Amount	OTHER BUSINESS EXPENSES £ Amount	TOTAL £ Amount
30/10/2020	1	Laptop Stand	£29.99				£29.99
<b>Totals</b>			£29.99	£0.00	£0.00	£0.00	£29.99

\*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

Finance Department  
 receipts agreed by

Signed

Authorised

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