

Expenses Claim Form

Page ____ of ____

Please ensure you are authorised to incur the specific expenses before making any claim

Name: Stephanie Trayhurn

Address:

Mileage Claims to be claimed at the appropriate rate in line with current HMRC guidance

Date	To	From	Purpose of Visit	Total Miles
Total Miles				
Rate per Mile £				
TOTAL of MILEAGE claimed on this sheet £				

Other Expenses

Date	Description	Amount (£)
17/08/26	Meeting at the Hub	£7.50
19/08/26	Meeting at the Hub	£6.10
19/08/26	Meeting at the Hub	£30.25
TOTAL of OTHER EXPENSES claimed on this sheet £		43.85

TOTAL EXPENSES CLAIMED ON THIS SHEET £	43.85
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Please ensure you provide and attach receipts for all expenses other than mileage

Signature of Claimant:

Date: 19/8/26

Authorised by:

Date: 23/8/26

NOTE: Continue on a second numbered sheet if necessary



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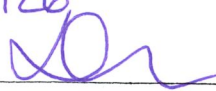
Expenditure Authorisation

Date: 19/08/26

Account code: 4070

Budget code: 100

PC 300926

Signature: 

THE MELBOURN HUB
COMMUNITY CENTRE
30 HIGH STREET, MELBOURN
CAMBS, 01763 263303

JANE H REG Terminal-01
WEDNESDAY 19 AUGUST 2026 08:56 222507

ORDER NO: 4
TABLE NO: 6
COVERS 2

2 HOT DRINKS £6.10
Open Table 6

TOTAL 2 No £6.10
CREDIT CARD £6.10

RATE
T1 VAT @ 20% NET TAX
£5.08 £1.02

VAT No 276 1365 90

Thank you for visiting us
Please come again

Expenditure Authorisation

Date: 190826

Account code: 4070

Budget code: 100

PC 300926

Signature: 

THE MELBOURN HUB
COMMUNITY CENTRE
30 HIGH STREET, MELBOURN
CAMBS, 01763 263303

HAYLEY REG Terminal-01
WEDNESDAY 19 AUGUST 2026 09:05 222508

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ORDER NO: 5
TABLE NO: 5
COVERS 3

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	OPEN TABLE NO:	5
1	BEANS ON TOAST	£3.25
	Panini	
	Error Corr	
-1	Panini	£0.00
1	POT OF TEA	£2.75
1	FULL BREAKFAST	£9.95
	Brown Bread	
	Fried Egg	
1	HUBBUCCINO	£3.35
1	POT OF TEA	£2.75
	Make it Decaf!	
1	Misc Food	£4.95
1	BEANS ON TOAST	£3.25
	Make Gluten Free!!	

11 No

TOTAL	£30.25
CREDIT CARD	£30.25
RATE	NET TAX
T1 VAT @ 20%	£7.37 £1.48
T2 VAT (food) @ 20%	£17.83 £3.57
VAT No 276 1365 90	

Thank you for visiting us
Please come again

Expenditure Authorisation

Date: 19/08/26

Account code: 4070

Budget code: 100

PC 300926

Signature: 