

LOTHIAN BUSES LTD RE-IMBURSEMENT OF BUSINESS EXPENSES

Name:

Date:

Designation:

Personal Petty Cash*

DETAILS OF TRAVEL EXPENSES	NET £	VAT £	TOTAL £
Business Mileage miles @ 55p per mile			
Rail			
Taxi			
Tube			
Air			
Parking			
Other (please specify):			
DETAILS OF SUBSISTENCE EXPENSES			
Accommodation			
Lunch/Evening Meals			
Entertaining			
Other (please specify):			
OTHER BUSINESS EXPENSES			
Postage			
Office Consumables			
Other (please specify):			
FINANCE DEPARTMENT USE ONLY			
Arithmetic		Claim Total	£
Check:	_____	<input type="checkbox"/> BACS <input type="checkbox"/> CASH Claimants Signature: Authorising Signature: Received by:	
	£ _____		
Nominal Code: _____			
VAT Code: 10 - 1192			

*** PETTY CASH WILL ONLY BE A CASH CLAIM AND MUST BE RE-IMBURSED ON RECEIPT OF PAYMENT**