

## IPSA Internal Expense Form

<b>Employee Name:</b>	<input style="width: 90%;" type="text"/>	New Creditor Set up form	<b>Expense Period:</b>	<input style="width: 95%;" type="text"/>	
<b>GP ID:</b>	<input style="width: 90%;" type="text"/>				
<b>Department to be billed:</b>	COMMS				
<b>Reason For the Expenses:</b>	Mental Health Awareness Week Closing Gathering and IPSA Online Training				
I confirm that i have complied with the IPSA Expenses Claim Policy, That I have provided receipts and/or support evidence for all amounts claimed and that the costs claimed were incurred Entirely on official duties		Yes			Full guidance can be found <a href="#">here</a>

### Mileage Expenses Calculator

Date From	Date To	Milage Type	NUMBER OF MILES	DESCRIPTION	Finance Codes	COST

#N/A

### General Expenses

Date From	Date To	Unit Cost	CATEGORY	QUANTITY	DESCRIPTION	Finance Codes	COST
18/05/2018	18/05/2018	13.55	Other	1	Sainsbury's food and drink	2435-0000	£13.55
19/06/2018	19/06/2018	4.16	Other	1	Tesco food and drink	2435-0000	£4.16
21/06/2018	21/06/2018	1.65	Other	1	Sainsbury's food and drink	2435-0000	£1.65
29/06/2018	29/06/2018	4.58	Other		Tesco food and drink	2435-0000	£4.58
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
<b>TOTAL REIMBURSEMENT</b>							<b>£23.94</b>

In line with current HMRC policy, original paper copies are not required and so you may email a copy of this completed form along with digital copys of any receipts to linked address [financeteam@theipsa.org.uk](mailto:financeteam@theipsa.org.uk), all approval will take place on the purchase managment system.

# TESCO

WESTMINSTER BRIDGE EXPRESS  
any questions please visit  
[www.tesco.com/storelocator](http://www.tesco.com/storelocator)

BISCUITS	*	£1.58
CUSTARD CREAMS		£0.50
BISCUITS	*	£1.58
FRESH MILK		£0.50
TOTAL		£4.16
Visa SALE		£4.16

Contactless )))

AID	:	A00000000031010	
NUMBER	:	*****	ICC
PAN SEQ NO	:	01	
AUTH CODE	:	003325	
MERCHANT	:	1	
CHANGE DUE			£0.00

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CLUBCARD STATEMENT

CLUBCARD NUMBER *****2606	
POINTS THIS VISIT	4
TOTAL UP TO 18/06/18	101

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by telling us about your trip  
at [www.tescoviews.com](http://www.tescoviews.com)  
and collect 25 Clubcard points.  
Terms and conditions apply,  
please see website for details.

19/06/18 8:37 3483 208 9208 8248

# Sainsbury's

*live well for less*

WMNSTR MRSHAM ST LOCAL  
TBC

Sainsbury's Supermarkets Ltd  
33 Holborn London EC1N 2HT  
www.sainsburys.co.uk  
Vat Number : 660 4548 36

*TTD SICILN LEMONAD	£2.20
*TTD SICILN LEMONAD	£2.20
*TTD ELD PRESS 750ML	£2.20
*SHLOER WHITE GRAPE	£2.35
*SHLOER WHITE GRAPE	£2.35
*TTD ELD PRESS 750ML	£2.20
*5P BAG FOR LIFE	£0.05

7 BALANCE DUE	£13.55
Visa	£13.55

contactless )))

[ICCG] \*\*\*\* \* [REDACTED]

AID: A00000000031010

PAN SEQUENCE: 01

MERCHANT: \*\*01095

AUTH CODE: 004117



# TESCO Express

WESTMINSTER BRIDGE EXPRESS  
any questions please visit  
[www.tesco.com/storelocator](http://www.tesco.com/storelocator)

BISCUITS	*	£1.58	C
COFFEE		£2.50	A
FRESH MILK		£0.50	A
<del>VYPE HDELIQUID+*</del>		<del>£5.99</del>	<del>C</del>

*£4.58*

**TOTAL** ~~£10.57~~  
Visa SALE £10.57

Contactless )))

AID : A0000000031010  
NUMBER : \*\*\*\*\*  
PAN SEQ NO : 01 ICC  
AUTH CODE : 003083  
MERCHANT : 48536252  
CHANGE DUE £0.00

## VAT RECEIPT SUMMARY

Rate	NET	VAT
A 0% VAT	£3.00	£0.00
C 20% VAT	£6.31	£1.26
VAT TOTAL	£9.31	£1.26

VAT NO: 220430231

\*\*\*\*\*

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This visit could have earned you  
4 Clubcard points.

To join, visit [Tesco.com/clubcard/join](http://Tesco.com/clubcard/join),  
text 'Join' to 80850 or call us on  
either 0800 591688 or 0330 1231688



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TBC

Sainsbury's Supermarkets Ltd  
33 Holborn London EC1N 2HT  
[www.sainsburys.co.uk](http://www.sainsburys.co.uk)  
Vat Number : 660 4548 36

JS GRANU SUGAR	£0.80
JS S/SKIM MLK 1.136L	£0.85

2 BALANCE DUE	£1.65
Visa	£1.65

contactless )))

[ICC] \*\*\*\* \* [REDACTED]

AID: A00000000031010

PAN SEQUENCE: 01

MERCHANT: \*\*03254

AUTH CODE: 002093

No Cardholder Verification