

IPSA Internal Expense Form

Employee Name:		New Creditor Set up form	Expense Period:
GP ID:			
Department to be billed:	COMMS		
Reason For the Expenses:	Mental Health Breakfast		
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 here	

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
13/06/2018	13/06/2018	6.23	Subsistance	1	Tesco food and drink	2435-2210	£6.23
12/06/2018	12/06/2018	0.5	Subsistance	1	Tesco food and drink	2435-2210	£0.50
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
TOTAL REIMBURSEMENT							£6.73

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, all approval will take place on the purchase managment system.

TESCO express

WESTMINSTER BRIDGE EXPRESS
any questions please visit
www.tesco.com/storelocator

COKE ZERO 50CL * £1.30 C
FRESH MILK £0.50 A

TOTAL £1.80
COUPON £1.30
DEBIT MASTERCARD SALE £0.50

Contactless)))

AID : A00000000041010
NUMBER : *****
PAN SEQ NO : 00 ICC
AUTH CODE : 104956
MERCHANT : 45001951
CHANGE DUE £0.00

VAT RECEIPT SUMMARY

Rate	NET	VAT
A 0% VAT	£0.50	£0.00
C 20% VAT	£1.08	£0.22
VAT TOTAL	£1.58	£0.22

VAT NO: 220430231

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TESCO express

WESTMINSTER BRIDGE EXPRESS
any questions please visit
www.tesco.com/storelocator

COFFEE		£2.50 A
FRESH MILK		£0.50 A
CHOC HOBNOB	*	£1.65 C
BISCUITS	*	£1.58 C

TOTAL £6.23

DEBIT MASTERCARD SALE £0.23

Contactless)))

AID	: A0000000041010	
NUMBER	: *****	ICC
PAN SEQ NO	: 00	
AUTH CODE	: 128442	
MERCHANT	: 45001951	
CHANGE DUE		£0.00

VAT RECEIPT SUMMARY

Rate	NET	VAT
A 0% VAT	£3.00	£0.00
C 20% VAT	£2.69	£0.54
VAT TOTAL	£5.69	£0.54

VAT NO: 220430231

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