

IPSA Internal Expense Form

Employee Name:	<input type="text"/>	New Creditor Set up form	Expense Period:
GP ID:	<input type="text"/>		<input type="text"/>
Department to be billed:	COMMS		
Reason For the Expenses:	BwtB expenses		
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
08/07/2018	08/07/2018	38.84	Other	1	Food and drink	2435-0000	£38.84
							£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							£38.84

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.

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

*5P BAG FOR LIFE	£0.05
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JS MIXED BERRY 200G	£3.00
JS MIXD S/LSS GRAPES	£2.20
JS BLACKBERRIES 150G	£2.10
ONKEN MANGO 450G	£1.80
YEO VALLEY STRAW	£1.00
YEO VALLEY BLUEBERRY	£1.00
BANANA SINGLE	
6 @ £0.24	£1.44
*JS NFC OJ WITH BITS	£1.40
JS BANANA MILK	£1.30
JS STRAWBERRY MILK	£1.30
FRENCH FANCIES X8	£1.00
JS DBLE CHC COOKIES	£1.10
*SKITLES FRUIT POUCH	£1.35
JS MILK CHC COOKIES	£1.10
JS WHT CHC COOKIES	£1.10
*MAYNARDS WINE GUMS	£1.00
*5P BAG FOR LIFE	£0.05
*CADBURY FINGERS 138	£1.00
PHILADELPHIA 280G	£2.30
BAGELS JS LOOSE	
3 @ £0.40	£1.20
CROISSANT	
3 @ £0.75	£2.25
*JS APPLE JUICE	£1.40
JS TANGERINES 600G	£1.50

CHOCOLATE TWIST
3 @ £0.75 £2.25
*BASSETTS JELLY BABS £1.00
BAGUETTINE £0.35

42 BALANCE DUE £38.84
Debit MasterCard £38.84
[ICC] **** * [REDACTED]
AID: A00000000041010
PAN SEQUENCE: 00
MERCHANT: ***16933
AUTH CODE: 121971

PIN Verified

CHANGE £0.00

WITH NECTAR YOU WOULD HAVE EARNED:
POINTS 38
REGISTER AT www.nectar.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



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