

IPSA Internal Expense Form

Employee Name:	<input style="width: 90%;" type="text"/>	New Creditor Set up for
GP ID:	<input style="width: 90%;" type="text"/>	Expense Period:
Department to be billed:	COMMS	<input style="width: 100%;" type="text"/>
Reason For the Expenses:	Internal staff engagement	
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
10/10/2018	10/10/2018	32	Other	1	eshments for World Mental Health Day brea	2435-0000	£32.00
10/10/2018	10/10/2018	8.7	Other	1	eshments for World Mental Health Day brea	2435-0000	£8.70
							£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							£40.70

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

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WMNSTR MRSHAM ST LOCAL
TBC

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

JS 12 B/BERRY MUFFIN	£1.80
JS 4 PAINS AU CHOC	£1.35
TTD CROISSANTS X4	£2.10
CLOVER	£1.25
BOURSIN GR/LC/HRB	£2.50
TTD CROISSANTS X4	£2.10
TTD HOT CRSS BUN	£1.60
JS WHITE SDLSS GRAPE	£2.20
JS 8 CHC/CHP BRIOCHE	£1.10
JS 4 PAINS AU CHOC	£1.35
JS 4 PAINS AU CHOC	£1.35
JS RED S/LESS GRAPE	£2.15
JS RED S/LESS GRAPE	£2.15
JS SATSUMAS 600G	£1.15
BATON	£0.50
BATON	£0.50
BATON	£0.50
JS CHC CHIP MUFNS X4	£1.65
JS DBLE CHC MUFN X4	£1.65
NY C AND R BAGEL	£1.50
NEW YORK PLAIN BAGEL	£1.50

21 Sub Total £31.95

*5P BAG FOR LIFE

£0.05

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TBC

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk

Vat Number : 660 4548 36

JS STRAW JAM 454G	£0.85
JS SM/PNUT BUT 340G	£1.45
*JS NFC APPLE & PEAR	£1.40
*TROP SMOOTH O 1.6L	£2.50
*TROP ORIGINAL 1.6L	£2.50

5 BALANCE DUE	£8.70
Visa Debit	£8.70

contactless)))

[ICC] **** * [REDACTED]

AID: A00000000031010

PAN SEQUENCE: 00

MERCHANT: **03254

AUTH CODE: 080619

No Cardholder Verification